

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] of [Your Organization's Name], a nonprofit organization dedicated to [briefly explain your mission and goals].

We are reaching out to request funding support for our upcoming project, [Project Name], which aims to [provide a concise description of the project and its objectives]. With your generous support, we believe we can make a significant impact in our community by [mention anticipated outcomes and benefits of the project].

Our organization has successfully [briefly outline previous successes and accomplishments], and we have a strong plan in place for [Project Name]. This project is particularly important because [explain the need for this project and the population it serves].

We are seeking a funding contribution of [specific amount or range] to help us cover [list specific expenses or resource needs, e.g., materials, outreach, staffing, etc.]. A detailed budget and project plan are attached for your review.

We would be thrilled to have [Recipient's Organization] as a partner in this meaningful initiative. We believe that together we can create lasting change and positively impact the lives of [mention target beneficiaries].

Thank you for considering our request. We would appreciate the opportunity to discuss this proposal further and explore how we can collaborate. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Your Organization's Phone Number]

[Your Organization's Website]

[Attachments: Budget, Project Plan, etc.]