

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the funding assistance from the CJC (Community Justice Center) for [briefly describe the purpose or project]. This initiative aims to [explain the goals and objectives of the project].

[Provide a brief background about your organization or yourself and why you are seeking this funding].

The total amount requested is [insert amount], which will be allocated towards [list specific uses for the funds].

I appreciate your consideration of my request and look forward to the opportunity to discuss this further. Thank you for your support in making a positive impact within our community.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Organization Name, if applicable]