

[Your Name]
[Your Position]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Organization's Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally submit a funding request for [briefly describe the project or program] that aims to [briefly explain the goals and impacts of the project].

As detailed in the accompanying proposal document, we are seeking [specific amount of funding] to [explain what the funds will be used for]. This funding will enable us to [explain the benefits and potential impact of the project].

We believe that [Recipient Organization] shares our vision of [align the project with the recipient's goals or values], and we would be honored to partner with you on this initiative.

Thank you for considering our request. I look forward to the opportunity to discuss this further and explore potential collaboration.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Your Organization's Website (if applicable)]

Attachments: [List any attached documents, such as the detailed proposal]