

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request funding support from [Community Fund/Organization Name] for our upcoming project, [Project Name], aimed at [brief description of the project's goals and benefits to the community].

[Provide a brief overview of your organization, including its mission and past successes relevant to the project.]

The project we are proposing will [explain the specific activities involved and how it will impact the community]. We are seeking a funding amount of [specific amount] to cover [list the primary expenses].

We believe that with your organization's support, we can achieve [mention expected outcomes]. Please find attached a detailed project proposal and budget for your review.

Thank you for considering our request. We would be grateful for the opportunity to meet with you to discuss this further.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]