

[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],

Subject: Request for Funding Support

I hope this letter finds you well. I am writing to request financial support for [briefly describe the purpose of the funding, e.g., a project, program, or initiative].

**\*\*1. Introduction\*\***

Introduce yourself and your organization. Explain your mission and vision briefly.

**\*\*2. The Need\*\***

Describe the specific problem or need that your project addresses. Use data and personal stories to illustrate the importance of the issue.

**\*\*3. The Project Overview\*\***

Provide a detailed description of your project. Include information on the objectives, activities, timeline, and expected outcomes.

**\*\*4. Budget Breakdown\*\***

Present a clear and concise budget that outlines how the funds will be used. Break down costs into categories (e.g., personnel, materials, overhead, etc.).

**\*\*5. Benefits and Outcomes\*\***

Highlight the anticipated benefits of your project. Explain how it aligns with the funding organization's goals or interests.

**\*\*6. Conclusion\*\***

Reiterate your request and express your appreciation for their consideration. Mention your hope to discuss this further and provide your contact information.

Thank you for your time and support.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Organization Website, if applicable]