

[Your Name]
[Your Title/Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Organization/Donor 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 formally request financial support for [specific program/project or initiative] at [School Name].

[Provide a brief overview of the school, including its mission and any relevant highlights.]

The purpose of this funding request is to [explain the specific goals of the project, how it will benefit the students and the community, and why it is necessary].

We are seeking a total of [specific amount of funds requested] to cover [itemize specific costs or budget items].

[Optional: Include any past successes or testimonials related to similar projects, and how this funding can help achieve further successes.]

We believe that your support can make a significant impact in [explain the potential positive outcomes]. We would be grateful for the opportunity to discuss this request further and explore how we can partner together for the benefit of our students.

Thank you for considering our request.

Sincerely,

[Your Name]
[Your Title/Position]
[School Name]