

[Your Nonprofit's Letterhead]

[Date]

[Funding Organization's Name]

[Address]

[City, State, Zip Code]

Dear [Funding Organization's Contact Name],

Subject: Funding Request for [Project Name/Program]

I hope this letter finds you well. I am writing on behalf of [Your Nonprofit's Name], an organization dedicated to [brief description of your mission and goals].

We are seeking funding support for our [specific project or program] that aims to [brief description of the project/program and its significance].

**\*\*Project Overview:\*\***

1. **\*\*Objective:\*\*** [State the primary goal of the project]
2. **\*\*Target Population:\*\*** [Describe the beneficiaries]
3. **\*\*Timeline:\*\*** [Specify the duration of the project]
4. **\*\*Budget:\*\*** [Provide an overview of the funding needed]

**\*\*Impact:\*\***

The anticipated outcome of [Project Name] includes [describe expected results and impact on the community/target population].

We are requesting a grant of [specific amount] to support [explain what the funds will be used for].

We believe that [Funding Organization's Name] shares our vision of [common goals alignment] and would greatly appreciate your support in making [Project Name] a success.

Thank you for considering our request. We would be happy to provide additional information or discuss this proposal further.

Sincerely,

[Your Name]

[Your Title]

[Your Nonprofit's Name]

[Phone Number]

[Email Address]