

[Your Name]  
[Your Title]  
[Your Organization]  
[Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Grant Provider's Name]  
[Grant Provider's Title]  
[Grant Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Grant Provider's Name],

I am writing to formally request funding for [specific project or initiative] through [Grant Organization Name]. Our organization, [Your Organization Name], is committed to [briefly describe your organization's mission and goals].

The [specific project or initiative] aims to [describe the goals and objectives of the project]. We believe this project will [explain the expected impact and significance].

To accomplish this, we are seeking a grant of [specific amount] from [Grant Organization Name]. The funds will be utilized for [briefly outline the budget and key expenses].

We have conducted extensive research and gathered community support, demonstrating the need for this project. [Include any relevant statistics or testimonials that support your request.]

Enclosed with this letter are additional documents, including our project proposal and organizational financial statements. We would be grateful for the opportunity to discuss this further and explore potential collaboration.

Thank you for considering our request. We look forward to the possibility of working together to make a positive impact in our community.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]