

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request funding for [briefly describe the purpose of the funding request, e.g., a community project, research initiative, etc.].

[Provide a brief background of your organization or project and its significance. Explain the need for funding and how it aligns with governmental objectives or priorities.]

The total amount requested is [specify the amount], which will be allocated toward [briefly outline how the funds will be used].

We believe that this project will [insert specific benefits or impacts, e.g., improve community health, enhance education, support economic development, etc.].

I have attached further details, including our project proposal and budget breakdown, for your review. Thank you for considering our request.

I look forward to the possibility of working together to benefit our community.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization Name]  
[Organization Address]  
[City, State, Zip Code]