

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Funding Support

I hope this letter finds you well. I am writing on behalf of [Your Organization], a non-profit dedicated to [briefly describe your mission and goals]. We are currently seeking financial support to [explain the purpose of the funding request, e.g., launch a new program, expand services, or cover operational costs].

This initiative will [briefly explain the impact and benefits of the initiative]. [Include any relevant statistics or stories to illustrate the need for funding].

We kindly request a grant of [specific amount] to help us achieve [objective of the funding]. Your support will [describe how their funding will specifically help].

Thank you for considering our request. We would be grateful for the opportunity to discuss this further and explore how you can assist us in making a difference in our community.

Sincerely,

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