

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

[Recipient Name]  
[Recipient Title]  
[Department of Children and Families]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you on behalf of [Your Organization] to formally apply for funding through the Department of Children and Families (DCF) for the [specific program or project name] aimed at [briefly describe the purpose of the program/project].

Our organization, [Your Organization's Name], has been serving the [target population or community] since [year of establishment] and has been committed to [describe mission and goals]. Our proposed project aligns with DCF's objectives of [mention relevant DCF goals or areas of focus].

The [specific program/project] will [briefly explain the objectives, target audience, and anticipated outcomes]. We anticipate that this initiative will [describe the positive impact or change expected].

To achieve these goals, we are requesting a total funding amount of [specific amount]. The budget breakdown is as follows:

- Item 1: [amount]
- Item 2: [amount]
- Item 3: [amount]

[Optional: A brief paragraph providing any additional details about the project's significance or innovative aspects.]

We believe that with DCF's support, we can [restate the potential impact]. Thank you for considering our application. We look forward to the opportunity to collaborate with DCF in making a meaningful difference in the lives of [target population].

Sincerely,

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