

[Your Name]  
[Your Position/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],

I hope this letter finds you well. I am writing to request funding for [Project Name], a community project aimed at [briefly describe the purpose and goals of the project].

[Provide a brief overview of your organization and its mission. Explain how this project aligns with both your organization's objectives and the interests of the funding organization.]

The [Project Name] is designed to [describe how the project will benefit the community, its target population, and any expected outcomes]. We anticipate that this project will [summarize specific goals and expected impact].

To successfully implement this project, we are seeking financial assistance of [specify the amount you are requesting]. This funding will be utilized for [provide a breakdown of how the funds will be allocated, e.g., materials, staffing, outreach efforts].

We believe that with your support, we can make a significant difference in our community. We would be grateful for the opportunity to discuss this project further and explore how your organization can be involved. Please find attached additional documentation including [any supportive documents, such as a detailed project plan or budget].

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Organization]