

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

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

Dear [Recipient Name],

Subject: Funding Request for [Project Title]

I hope this letter finds you well. I am writing to seek financial support for our upcoming international project, [Project Title], which aims to [briefly describe the project objective and significance].

Our organization, [Your Organization Name], has a proven track record of [mention relevant experience or achievements] and is dedicated to [state mission or vision relevant to the project]. This project will [explain how the project aligns with both the funding organization's goals and your organization's mission].

The total budget for [Project Title] is [insert total budget], and we are seeking [insert amount requested] to support [specific components of the project]. Your funding will be instrumental in [describe how the funds will be used and the impact they will have].

We have outlined a detailed project plan, including timelines and expected outcomes, which I have attached for your review. We also have secured partial funding from [mention any other funders if applicable], demonstrating the viability and support for this initiative.

We would be grateful for the opportunity to discuss this project further and explore how we can align our efforts for greater impact. Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Attachment: Project Proposal]