

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Organization's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Funding Request for [Specific Public Service Project/Initiative]

I hope this letter finds you well. I am writing to formally request funding support for [Your Organization/Project Name], aimed at [brief description of the purpose of the project or service offered].

[Provide a brief overview of the project, including its objectives, target audience, and the impact it intends to have on the community. Use statistics or data if available].

To successfully implement this project, we are seeking a total of [specific amount of funding] to cover [briefly outline what the funds will be used for, e.g., personnel, materials, outreach efforts].

[Optional: Include a section about previous successes or case studies that demonstrate the effectiveness of your organization or project].

Your support is crucial for us to achieve our objectives and to [mention any broader goals related to community development, public health, education, etc.].

We would appreciate the opportunity to discuss this proposal further and explore how we can collaborate to make a positive impact on our community. Thank you for considering this request. We look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]