

[Your Name]  
[Your Position]  
[Your Institution]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient's Name],

I am writing to request funding for my research project titled "[Project Title]." This project aims to [briefly describe the purpose and significance of the research].

The primary objectives of this research include:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

I believe this project has the potential to [describe the anticipated impact or contribution to the field]. The funding will be utilized for [outline how the funds will be used, e.g., materials, personnel, travel, etc.].

The total budget for the project is [total amount], and I am requesting [amount you are requesting] from [Funding Organization's Name]. Enclosed are the detailed budget breakdown, project timeline, and my CV for your review.

I appreciate your consideration of my request and look forward to the possibility of collaborating with [Funding Organization's Name] to advance this important research. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for your time and support.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution]