

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request funding for [Your Organization's Name], a social enterprise dedicated to [brief description of your mission and activities].

Our organization aims to [mention specific goals and objectives], and we believe that with your support, we can significantly amplify the impact of our work within the community.

We are seeking [specific amount] to [explain what the funds will be used for], which will enable us to [mention anticipated outcomes]. With your generous contribution, we will be able to [explain the benefits and impact on the community].

We have attached a detailed proposal that outlines our objectives, budget, and projected outcomes for your review. We would be grateful for the opportunity to discuss our project further and explore how we can collaborate to achieve our shared goals.

Thank you for considering our request. We look forward to the possibility of working together to make a positive difference.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position]  
[Your Organization]