

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request funding for [briefly describe the project or purpose].

Our organization, [Your Organization Name], is dedicated to [describe your mission or purpose briefly]. We believe that [explain the importance of the project and its benefits to the community/target audience].

To successfully implement this project, we are seeking a funding amount of [specific amount]. This funding will be utilized for [briefly outline how the funds will be used].

We would be grateful for the opportunity to discuss this request further and explore potential partnerships. Thank you for considering our funding request.

Sincerely,

[Your Name]
[Your Position]
[Your Organization Name]
[Website, if applicable]
[Enclosures, if any]