

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department Name]
[Government Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Funding Request for [Project/Program Name]

I am writing to request funding for [briefly describe the project or program] that aims to [state the purpose or goal]. Our organization, [Your Organization Name], has been committed to [briefly state what your organization does and its mission].

[Provide a brief description of the project, its objectives, and its potential impact on the community or target audience.]

We are seeking [amount of funding] to [describe how the funds will be used]. The funding will enable us to [outline specific activities or outcomes that will result from the funding].

We believe that this project aligns with [mention any related government priorities or initiatives], and we are eager to work in partnership with the government to achieve these shared goals.

Please find enclosed [mention any additional documents you are including, such as a project proposal or budget]. Thank you for considering our request. I am looking forward to the opportunity to discuss this further.

Sincerely,

[Your Name]
[Your Title]
[Your Organization Name]
[Your Organization Website] (if applicable)