

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

[Grantor's Name]  
[Granting Organization]  
[Organization Address]  
[City, State, Zip Code]

Dear [Grantor's Name],

I am writing to you on behalf of [Your Organization], a [brief description of your organization and its mission]. We are committed to [specific goal related to the funding request] and are seeking your support through the [specific grant name or program].

[Introduction of the project or program you are seeking funding for. Include the need for the project, the target population, and expected outcomes.]

With the support of [Granting Organization], we aim to [explain how the funding will be used and the impact it will create]. Our project will [specific details on how you plan to implement the project and desired results].

We respectfully request a grant of [specific amount] to help us achieve these objectives. We believe that with your support, we can [reiterate the impact and benefits of the project].

Thank you for considering our request. We would be grateful for the opportunity to discuss our project further and explore how we can work together to [common goal].

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]