

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request funding for [specific project or initiative] that aims to [briefly describe the purpose and significance of the project].

[Introduce your organization, its mission, and its achievements related to the project.]

We are seeking a funding amount of [specific amount] to support [specific uses of funds]. [Explain how the funds will be utilized and the anticipated impact on the community or sector.]

[Include any relevant data, statistics, or testimonials that support your funding request.]

We believe that with your support, we can [state the potential outcomes and benefits of the project].

Thank you for considering our request. I would appreciate the opportunity to discuss this project with you further and explore how we can work together to achieve our goals.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Organization]