

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization], which is dedicated to [briefly describe your organization's mission and activities].

We are currently seeking funding to support [describe the specific project or program for which you are requesting funding]. This initiative aims to [explain the goals and impact of the project].

The total funding required for this project is [total amount], and we are seeking a contribution of [specific amount you are requesting] from your organization. This support would enable us to [explain what the funding will specifically help achieve].

[Include a brief story or example of how your work has positively impacted the community or individuals served.]

We believe that with your partnership, we can make a significant difference in our community. We would be grateful for any support you can provide, and we are happy to discuss this proposal further at your convenience.

Thank you for considering our request. We look forward to the opportunity to work together for a common cause.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Organization]

[Website URL (if applicable)]