

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

[Recipient's Name]  
[Recipient's Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request funding for [specific project or initiative] that aims to [briefly explain the purpose and significance of the project]. Our organization, [Your Organization Name], has been instrumental in [describe relevant experience or successes], and we believe that with your support, we can [outline the broader impact of the project].

The funds requested amount to [specific amount], which will be allocated towards [briefly explain how the funds will be used]. This project will [describe the expected outcomes and benefits].

We would be grateful for the opportunity to discuss this further and explore how we can work together to make this project a success. Thank you for considering our request.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization Name]