

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

Dear [Recipient Name],

Subject: Funding Request for [Project/Initiative Name]

I hope this letter finds you well. I am writing to formally request funding for [brief description of the project or initiative] at [Your Organization Name], a Federally Qualified Health Center (FQHC) dedicated to providing high-quality, accessible healthcare services to underserved populations in [Service Area].

[Provide a brief overview of your organization and its mission. Include key statistics and achievements that demonstrate your impact.]

The purpose of [Project/Initiative Name] is to [describe the aims, goals, and objectives of the project]. This initiative will [explain how the project will benefit the community and align with FQHC goals].

We are seeking a total of [amount of funding requested] to implement this project. The funding will be allocated towards [briefly describe how the funds will be used, e.g., staffing, equipment, outreach, etc.].

We believe that with your support, we can make a significant difference in the lives of our patients and the broader community. Enclosed, please find detailed documentation outlining the project scope, budget, and expected outcomes.

Thank you for considering our request. We are eager to partner with [Funding Agency Name] to foster healthier communities. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Attachments: Project Proposal, Budget Outline, etc.]