

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

[Recipient's Name]  
[Title]  
[Organization/Institution Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request support for our initiative aimed at enhancing community engagement within the [specific HBCU name] community.

[Briefly describe the initiative, its purpose, and its significance to the HBCU community.]

To successfully implement this initiative, we seek the following support:

1. [Specific request item 1]
2. [Specific request item 2]
3. [Specific request item 3]

Your support would be invaluable in helping us achieve our goals of [briefly state the goals].

Thank you for considering our request. I look forward to the possibility of collaborating with [Organization/Institution Name] to positively impact our community.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]