

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

Dear [Recipient Name],

Subject: Funding Request for [Project/Program Name]

I am writing to request funding for [brief description of your project or program], which aims to [goal or objective]. Our organization, [Your Organization/Company Name], has been dedicated to [briefly describe your mission and relevant accomplishments].

The specific need for this funding arises from [describe the issue or challenge you are addressing]. With the support of [Funding Organization/Agency Name], we aim to [explain how the funding will make a difference].

We are seeking a total of [specify amount] to cover [briefly outline budget items]. This funding will enable us to [describe expected outcomes and impact on the community/target group].

Thank you for considering our request. We believe that with your support, we can make a significant difference in [brief reiteration of project goals]. I would be happy to provide any additional information you may require and look forward to the possibility of collaborating with [Funding Organization/Agency Name].

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization/Company Name]