

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request funding from the KCRA for [briefly describe your project or initiative, e.g., "our community health program aimed at promoting wellness among underserved populations"].

[Provide a brief overview of your organization, its mission, and relevant accomplishments].

The funding we seek, [specify the amount], will be utilized for [explain how the funds will be used, e.g., "outreach efforts, educational materials, and resource distribution"]. This initiative is critical because [explain the need for your project and its expected impact].

We believe that with your support, we can [describe the positive outcomes and benefits of your project]. We would be grateful for the opportunity to discuss this proposal in greater detail and explore the potential for partnership with KCRA.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Website, if applicable]