

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

[Date]  
[Recipient Name]  
[Title]  
[Organization Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Funding

I am writing to formally request funding from [Organization Name] to support [briefly state the purpose of the project or initiative]. Our organization, [Your Organization Name], is committed to [state the mission or goals of your organization] and we believe that with your support, we can [describe the positive impact of the project].

The funds will be used for [outline specific uses for the funds, e.g., purchasing materials, hiring staff, etc.]. Our project aims to [overview of project goals and objectives].

We have attached a detailed proposal, including a budget breakdown, timeline, and expected outcomes for your review. We believe that this project aligns well with your objectives at [Organization Name] and will contribute significantly to [mention any relevant community, economic, or social aspects].

Thank you for considering our application. We are looking forward to the possibility of partnering with you to make a meaningful impact in [specific area or community].

Sincerely,

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