

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for LFA (Local Funding Agreement)

I hope this letter finds you well. I am writing to formally request a Local Funding Agreement (LFA) for [briefly describe the purpose or project].

[Provide details about the project, including objectives, expected outcomes, and any relevant background information. Mention any previous discussions or correspondence related to this request.]

The funding provided through the LFA will be instrumental in [explain how the funds will be used and the impact it will have]. We believe that this collaboration can yield significant benefits for [mention the community, organization, or beneficiaries].

I appreciate your consideration of this request and am more than willing to provide any additional information needed. I look forward to discussing this with you further.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position] (if applicable)
[Your Organization Name] (if applicable)