

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Grant Officer's Name]
[Granting Agency Name]
[Agency's Address]
[City, State, Zip Code]

Dear [Grant Officer's Name],
I am writing to request funding for [specific project or program] that aims to [briefly describe the purpose and goals of the project]. Our organization, [Your Organization's Name], has been dedicated to [mission statement or brief background of the organization] since [year established].

With the support of your organization, we aim to [describe expected outcomes and benefits]. The funding of [specific amount] will allow us to [explain how the funds will be used, including any specific activities or initiatives].

We believe that [reason why the project aligns with the funder's goals or mission]. Our team has the expertise and resources to ensure the success of this initiative, as evidenced by [mention any relevant experience, past successes, or partnerships].

I have enclosed [any supplementary materials, such as a project proposal, budget overview, or organizational brochure] for your review.

Thank you for considering our request. I look forward to the possibility of partnering with [Granting Agency Name] to make a positive impact in our community. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further information.

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

Enclosure: [List any enclosed documents]