

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request funding for [specific project or program] through [name of grant] to support [briefly describe the purpose and importance of the project/program].

[Provide a detailed description of the project, including objectives, expected outcomes, and its significance to the community/field.]

We are seeking a grant of [specific amount] to [explain how the funds will be used and the impact they will create]. We believe that with your support, we can [discuss the long-term benefits of the project].

Attached to this letter, you will find [include any additional materials such as project budget, timeline, or letters of support].

Thank you for considering our request. I would be happy to discuss this proposal in further detail at your convenience. I look forward to the possibility of partnering with you to make a meaningful impact.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]