

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

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

Dear [Recipient's Name],

I am writing to formally request a grant of [amount] to support [brief description of the project or purpose]. Our organization, [Your Organization's Name], is committed to [mission or goal of your organization], and this funding will allow us to [impact or benefit of the funding].

We have identified [specific need or challenge] in our community, and with your support, we aim to [solution or objective]. Enclosed with this letter, you will find a detailed proposal outlining our project plan, budget, and anticipated outcomes.

We believe that [Recipient's Organization Name] shares our commitment to [common goal or mission], and your investment would make a significant difference in [specific community or target group].

Thank you for considering our request. We are eager to discuss this opportunity further and look forward to the possibility of partnering with you.

Sincerely,

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