

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

[Recipient's Name]  
[Foundation's Name]  
[Foundation's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],

I am writing to you on behalf of [Your Organization] to request funding support for our [specific project or program]. Our organization is dedicated to [brief description of your mission and work].

The project we are proposing, [Project Name], aims to [briefly describe the purpose and goals of the project]. With the generous support of [Foundation's Name], we believe we can [describe the impact and significance of the project].

We are seeking a grant in the amount of [specific amount] to help cover [briefly describe budget items or areas of need]. The funding will allow us to [elaborate on how the funds will be used and the expected outcomes].

The enclosed proposal provides a detailed outline of the project, our objectives, and the anticipated impact on [the community or target population]. We would be honored to partner with [Foundation's Name] in making a positive difference through this initiative.

Thank you for considering our request. We look forward to the opportunity to discuss this project further and explore how we can collaborate to achieve our shared goals.

Sincerely,

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