

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

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

Dear [Recipient Name],

[Introduction: Briefly introduce yourself and your organization. State the purpose of the letter.]

[Background: Provide context about the project or program for which you are seeking funding. Include relevant statistics, research, or previous accomplishments.]

[Project Description: Outline the goals, objectives, and activities of the project. Explain how the project addresses a specific need or issue.]

[Budget: Provide an overview of the budget, including total amount requested and a breakdown of how funds will be used.]

[Impact: Describe the anticipated outcomes and benefits of the project, including who will be served and how they will be impacted.]

[Conclusion: Express appreciation for the potential support and offer to provide additional information or clarification if needed.]

Sincerely,

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