

[Your Name]
[Your Position]
[Your Organization]
[Your Organization Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Grant Provider's Name]
[Grant Provider's Organization]
[Grant Provider's Address]
[City, State, ZIP Code]

Dear [Grant Provider's Name],

I hope this letter finds you well. I am writing to respectfully request funding for [briefly describe your project or program] that aims to [state the purpose and goals of the project].

Our organization, [Your Organization's Name], has been dedicated to [describe your mission or work] for [number of years]. Through our efforts, we have successfully [mention any achievements or impact]. The proposed project will [provide a brief overview of what the project will entail and its projected impact]. We believe that with your support, we can [explain the benefits of the project for the community/target audience].

We are seeking a grant of [specific amount] to cover [briefly outline what the funding will be used for]. The attached proposal provides further details about our project, budget, and the positive outcomes we anticipate.

Thank you for considering our request. We would be honored to partner with [Grant Provider's Organization] to make a difference in [the targeted area of impact].

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]