

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Funding Organization's Name]

[Funding Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Grant Funding Request

I hope this letter finds you well. I am writing on behalf of [Your Organization's Name], a [brief description of your organization, e.g., nonprofit organization focusing on environmental conservation]. We are seeking funding to support our [specific project or program], aimed at [describe the objective and impact of the project].

Project Overview:

- **\*\*Project Name\*\***: [Project Name]
- **\*\*Project Duration\*\***: [Start Date] to [End Date]
- **\*\*Total Funding Request\*\***: [Amount]

Our project aims to [describe the goals and significance of the project]. We believe that with your support, we can make a significant impact by [mention the expected outcomes and benefits].

To provide a clearer understanding of our needs and how the funds will be utilized, we have attached a detailed budget and project proposal. We are seeking [specific amount] to cover [list major expense categories, e.g., materials, personnel, outreach].

We appreciate your consideration of our request and would be grateful for the opportunity to discuss our project further. We are confident that with your support, we can [reiterate the potential impact or success of the project].

Thank you for considering our application. We look forward to the possibility of partnering with [Funding Organization's Name] to achieve our common goals.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Phone Number]

[Your Organization's Email Address]

[Attachments: Project Proposal, Budget]