

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

Dear [Recipient Name],

I am writing to formally request funding for [specific project or initiative] under [specific grant program]. Our organization, [Your Organization's Name], is dedicated to [briefly describe your organization's mission and work], and we believe that [project/initiative] aligns with your organization's commitment to [mention relevant goals or values of the granting organization]. [Provide a brief overview of the project, including objectives, target audience, and expected outcomes. Mention any relevant data or statistics that support your request.]

We are requesting a grant of [specific amount] to support [specific activities or needs related to the project]. The funding will be used for [detail how the funds will be utilized, including any specific expenses]. Enclosed with this letter are [mention any enclosed documents, such as the detailed project proposal, budget breakdown, and letters of support]. We would be grateful for the opportunity to discuss this proposal further and explore how we can align our efforts with [Granting Organization's Name].

Thank you for considering our request. We look forward to the possibility of partnering with you to [reiterate the impact of the project].

Sincerely,

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