

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

Dear [Recipient Name],

I am writing to request funding for [Project Name/Description], which aims to [briefly describe the purpose and goals of the project]. Our organization, [Your Organization], has been dedicated to [briefly describe your organization's mission and previous accomplishments related to the project].

We are seeking a grant of [amount requested] to support [specific activities or needs]. The funding will enable us to [explain how the funding will be used and the expected outcomes].

[Include a brief paragraph on the significance of the project, target population, and any partnerships or collaborations].

We believe that your support will make a significant difference in [explain the broader impact of the project]. I have enclosed [mention any additional documents you are including, such as a project budget, timeline, or organizational budget].

Thank you for considering our request for funding. We would greatly appreciate the opportunity to discuss this proposal further. Please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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