

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

Dear [Recipient Name],

I am writing to formally request funding for [specific project or initiative] that aims to [briefly state the purpose of the project]. Our organization, [Your Organization], is dedicated to [briefly describe your mission and relevant experience].

The [project name] will address [specific environmental issues or needs], and we anticipate [expected outcomes or impacts of the project]. We are seeking a grant of [specific amount requested] to support [briefly outline how the funds will be used].

We have attached [list any documents included, such as a detailed project proposal, budget, or organizational information]. We believe that with your support, we can make a significant difference in [describe the potential impact on the community/environment].

Thank you for considering our request. We would be grateful for the opportunity to discuss this proposal further.

Sincerely,

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