

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Funding Justification for [Project/Program Name]

I hope this letter finds you well. I am writing to formally request funding support for [Project/Program Name], which aims to [briefly describe the purpose of the project/program].

1. ****Introduction****

Provide a brief overview of your organization and the significance of the project/program.

2. ****Funding Purpose****

Clearly outline what the funds will be used for, including specific activities, resources, or materials.

3. ****Goals and Objectives****

Detail the main goals and objectives of the project/program and how they align with [relevant funding body's] mission.

4. ****Target Audience****

Identify who will benefit from the project/program and the anticipated impact on the community or relevant stakeholders.

5. ****Funding Amount Requested****

Specify the total amount of funding you are requesting and provide a breakdown of projected expenses.

6. ****Sustainability Plan****

Explain how the project/program will be sustained beyond the initial funding period.

7. ****Conclusion****

Reiterate the importance of the project/program and express your hope for a positive consideration of this funding request.

Thank you for considering our request. I am looking forward to the opportunity to discuss this proposal further.

Sincerely,

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