

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

[Recipient Name]  
[Recipient Position]  
[Funding Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request funding through the National Qualifications Framework (NQF) to support [briefly describe your project or initiative].

[Provide a brief overview of your organization and its mission].

The purpose of this funding request is to [explain the specific goals and objectives of your project]. This project aims to [detail how your project aligns with NQF goals and outcomes].

We are seeking a total of [specific amount] to cover [list major expenses or budget items]. This funding will enable us to [explain the expected impact of the funding on your project and target audience].

[Include any relevant statistics, case studies, or success stories that highlight the importance of your project].

We believe that with your support, we can make a significant impact on [describe the community or sector that will benefit from the project].

Thank you for considering our request for funding. We are excited about the potential partnership and look forward to discussing this proposal further.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]