

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

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

Dear [Recipient's Name],

Subject: Funding Request for [Project/Program Name]

I hope this letter finds you well. I am writing to seek your support for [briefly describe the project or program], which aims to [state the purpose and goals].

[Provide a brief overview of your organization and its mission. Highlight relevant past successes or projects that relate to the funding request.]

The total funding required for this project is [amount], which will be utilized for [break down how the funds will be used]. Your support would be instrumental in helping us achieve [specific outcomes or impacts].

We believe that collaborating on this initiative aligns with [mention any shared goals with the recipient]. We would greatly appreciate the opportunity to discuss this proposal further and explore how we can work together.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

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