

[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],

I hope this letter finds you well. I am writing to request funding for [briefly describe the project or initiative] that aligns with the mission of [Recipient Organization].

Our organization, [Your Organization], aims to [describe your organization's mission and the community it serves]. We believe that with your support, we can make a significant impact in [describe the specific area or outcome of the project].

The funding requested, totaling [amount], will be allocated towards [break down how the funds will be used]. This initiative will [explain the expected outcomes and benefits of the project].

We have already [mention any preliminary work done or partnerships established], which demonstrates our commitment and ability to effectively utilize the funding.

We would be grateful for the opportunity to discuss this proposal further and explore how we can collaborate to [reiterate the goal of the project]. Thank you for considering our request.

Sincerely,

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