

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization 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 request funding from PBS for our upcoming project, [Project/Program Name], which aims to [briefly describe the purpose and goals of the project].

[Provide background information on your organization, including its mission and previous successes related to similar projects.]

The [Project/Program Name] will [explain the project details, including target audience, activities planned, and timeline]. We anticipate that this project will [describe expected outcomes and impact].

We are seeking a total of [specific funding amount] to support [outline specific budget items that the funds will cover]. Attached you will find our detailed budget proposal.

We believe that with your support, we can [reiterate the potential impact and significance of the project]. Thank you for considering our request. We would be grateful for the opportunity to discuss this project further.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Organization]

Attachments: [List any attachments, such as a detailed budget or project plan]