

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

Dear [Recipient Name],

I am writing to propose a funding opportunity for [brief description of your project or initiative]. Our organization, [Your Organization], aims to [state the primary goal or purpose of the project].

We seek a funding amount of [specific amount] to [explain what the funds will be used for and the impact it will have]. This project will [describe the anticipated outcomes and benefits].

We believe that [Funding Organization] shares our commitment to [briefly align your project with the goals or values of the funding organization]. We would welcome the opportunity to discuss this proposal in more detail and explore potential collaboration.

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

Sincerely,

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