

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Department/Agency Name]
[Department Address]
[City, State, Postcode]

Dear [Recipient Name],

Subject: Funding Request for [Project Name/Description]

I am writing to seek funding from the Queensland Government to support
[briefly describe your project or initiative].

[Introduce your organization or yourself, including relevant
qualifications and past achievements related to the project.]

The purpose of this funding request is to [explain the need for funding,
the problem you aim to solve, and the potential impact of your project on
the community or target group].

We are seeking [specific amount] to [detailed explanation of how the
funds will be used, including key activities, timeline, and expected
outcomes].

[If applicable, mention any partnerships or community support you have
secured.]

Thank you for considering our request. I would be happy to provide
further information or discuss this proposal in detail.

Sincerely,

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