

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request funding for [specific purpose or project] that aims to [briefly describe the goal and significance of the project].

Our organization, [Your Organization Name], has been dedicated to [describe your organization's mission and relevant experience]. With the support of the IXL Fund, we plan to [explain how the funding will be utilized and the expected impact].

The total funding needed for this initiative is [total amount], and we are seeking a contribution of [specific amount requested] from the IXL Fund. This funding will allow us to [list specific actions or resources, such as materials, training, outreach programs, etc.].

We believe that by working together, we can [reiterate the potential outcomes and benefits]. Thank you for considering our request. We appreciate your commitment to [recipient's organization goals or values].

I look forward to discussing this further and am available at your earliest convenience for a conversation.

Thank you once again for your time and consideration.

Warm regards,

[Your Name]
[Your Title]
[Your Organization Name]
[Organization Website, if applicable]