

[Your Name]  
[Your Position]  
[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 am writing to formally request funding for [specific project or initiative] through the RQP program. This project aims to [briefly describe the purpose and goals of the project].

The need for this project is evident as [provide context and justification for the funding request, including data and statistics if applicable]. Our organization has a proven track record of [mention relevant achievements and previous successes related to the project]. The total funding amount requested is [specify the amount]. This funding will be allocated towards [breakdown of budget categories, e.g., personnel, materials, outreach, etc.]. We believe that the successful implementation of this project will result in [describe expected outcomes and impacts].

We appreciate your consideration of our request and look forward to the possibility of partnering with you to make a positive difference in [describe the community or sector impacted]. Please feel free to contact me at [your phone number] or [your email] should you require any further information or clarification.

Thank you for your time and support.

Sincerely,

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