

[Your Name]  
[Your Title]  
[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],

Subject: Request for Proposal (RQP) for Funding

I hope this letter finds you well. I am writing to formally request funding to support [briefly describe the project or initiative, e.g., "our community-based health initiative aimed at improving access to healthcare services for underrepresented populations"].

Project Overview:

[Provide a concise overview of the project, including its goals and objectives. Mention the target audience and the expected outcomes.]

Funding Requirements:

We are seeking a total of [amount of funding needed] to cover [briefly outline what the funds will be used for, e.g., "supplies, staff salaries, outreach programs, etc."].

Project Impact:

The support from [Recipient Organization] would significantly enhance our efforts by [describe the positive impact or change the project will bring to the community or relevant stakeholders].

Timeline:

We anticipate that the project will commence on [start date] and conclude by [end date], with milestones for assessing progress along the way.

We would be grateful for the opportunity to discuss this proposal further. Please find attached a detailed project plan and budget for your review.

Thank you for considering our request. We look forward to the possibility of partnering with [Recipient Organization] to [reiterate the impact or goals].

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]  
[Attachments: Project Plan, Budget, etc.]