

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

[Recipient Name]
[Recipient Position]
[Funding Organization]
[Funding Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request funding support for [project/program name] that aims to [briefly describe the purpose of the project/program]. We believe that this initiative aligns closely with [funding organization's mission or objectives] and presents an opportunity for [describe the potential impact or benefits].

****Project Overview:****

[Provide a concise description of the project, including its goals, target audience, and timeline.]

****Justification for Funding:****

1. ****Need Assessment:****

[Explain the specific need or problem your project addresses and provide relevant data or anecdotal evidence.]

2. ****Alignment with Funding Priorities:****

[Detail how your project fits within the priorities set by the funding organization.]

3. ****Expected Outcomes:****

[Describe the anticipated results of the project and how they will be measured.]

4. ****Budget Overview:****

[Provide a summary of the project budget, including the total amount requested and how funds will be allocated.]

****Conclusion:****

We are enthusiastic about the potential impact of [project/program name] and humbly request your support to bring this vision to fruition. Thank you for considering our proposal. We look forward to the opportunity to work together in [impact area].

Sincerely,

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