

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

[Recipient's Name]  
[Recipient's Title]  
[Virginia Department of Transportation (VDOT)]  
[Department Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Funding Request for [Project Name]

I am writing to formally request funding for [Project Name] being proposed by [Your Organization]. This initiative aims to [briefly describe the purpose and goals of the project, e.g., improve roadway safety, enhance public transportation, etc.].

Overview of Project:

- [Provide a brief description of the project, its objectives, and its anticipated impact on the community.]
- [Explain the need for the project, supported by data or anecdotes if possible.]

Funding Request:

We are seeking [specific amount of funding] to cover [briefly outline what the funds will cover, e.g., construction costs, materials, labor, etc.].

Timeline:

The project is intended to commence on [start date] and is expected to conclude by [end date].

Supporting Data:

- [Mention any studies, surveys, or community support that backs your request.]

We believe this project aligns closely with VDOT's goals of [mention any relevant VDOT goals or initiatives], and we are excited about the potential benefits it can bring to our community.

Thank you for considering our request. We look forward to the possibility of discussing this project further.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]