

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

Dear [Recipient Name],

Subject: Letter of Intent for Funding Request

I am writing to express our intent to seek funding from the VGA Board for [Project Name/Description]. Our organization, [Your Organization Name], is dedicated to [Briefly describe your organization's mission and objectives].

The purpose of our project is to [Explain the project and its goals]. We believe that this initiative aligns with the VGA Board's priorities and will significantly benefit [target group/community].

We are seeking a funding amount of [amount requested] to support the following key activities:

1. [Activity/Expense 1]
2. [Activity/Expense 2]
3. [Activity/Expense 3]

Attached to this letter, you will find our project proposal, which includes detailed information about our objectives, methodologies, budget, and expected outcomes.

We appreciate your consideration of our request and look forward to the opportunity to discuss this project further. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any additional information.

Thank you for your attention to this matter.

Sincerely,

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