

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

Dear [Recipient Name],

Subject: Request for Funding Support

I hope this letter finds you well. I am writing to formally request funding support for [briefly describe the project or initiative], which aims to [state the objective or goal of the project].

[Provide a brief background of your organization and its mission.]

The funding we are seeking amounts to [state the amount], which will be allocated towards [explain how the funds will be used].

We believe that our project aligns with your funding priorities and addresses [mention any relevant community needs, gaps, or opportunities].

Thank you for considering our request. We look forward to the opportunity to discuss this further and explore how we can work together to make a meaningful impact.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Organization]