

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request funding for [Project Name], which aims to [briefly describe the purpose and goal of the project].

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

The [Project Name] is designed to [explain the details of the project, including target audience, proposed activities, and expected outcomes]. We believe that with your support, we can [explain how the funding will help achieve specific goals].

We are seeking a grant of [specific amount] to cover [detail what the funding will be used for]. Your contribution will enable us to [describe the impact of the grant].

Thank you for considering our request. We are excited about the possibility of partnering with [Granting Organization] to make a meaningful difference in our community. I am looking forward to the opportunity to discuss this proposal further.

Sincerely,

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