

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request funding for [Project Name] through [Name of Grant Program]. This project aims to [briefly describe the project's goals and significance].

The primary objectives of [Project Name] include:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

We believe that with the support from [Grant Program], we can achieve significant progress in [related field or community impact]. The total funding requested is [amount] which will be allocated towards [briefly outline how the funds will be used].

Our organization, [Organization Name], has a proven track record of [mention any relevant experiences or past projects]. We are committed to [explain your organization's mission or vision relevant to the grant].

Thank you for considering our application. We look forward to the opportunity to discuss our proposal in more detail.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization's Name]  
[Your Organization's Website]