

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request funding for [briefly describe the project or initiative] through the XGIS funding program. Our organization, [Your Organization], is dedicated to [briefly describe your mission and relevant experience].

****Project Overview****

The primary objective of our project is to [state the goal of the project]. We aim to [describe specific activities and expected outcomes]. This project will benefit [describe target population or community impact].

****Funding Request****

We are seeking [amount] to support [detail what the funding will be used for]. This funding will enable us to [explain how it will help achieve your project's goals].

****Budget Overview****

Our total project budget is [total budget amount], and the requested funds will be allocated as follows:

- [Expense category 1: Amount]
 - [Expense category 2: Amount]
 - [Expense category 3: Amount]
- (Include additional categories as needed.)

****Conclusion****

We believe that with the support of the XGIS funding program, we can make significant strides toward [reiterate the importance of the project]. Thank you for considering our application. We are excited about the potential collaboration and look forward to your favorable response.

Sincerely,

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