

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Funding Support

We are writing to request your generous support for [briefly describe your project or initiative]. Our organization, [Your Organization Name], is dedicated to [mission statement or purpose of your organization], and we believe that with your assistance, we can make a significant impact on [mention the community, specific population, or cause].

[Briefly explain the project, its objectives, and the expected outcomes.

Include any relevant statistics or data that supports your request.]

We are seeking a funding amount of [specific dollar amount] to help us achieve [mention specific goals or fund specific areas]. This funding will enable us to [explain what the funds will be used for, including any materials, staff, or other resources needed].

We would be honored to have [Recipient's Organization] as a partner in this effort. Your support would not only contribute to [highlight the benefits of the project], but also demonstrate a commitment to [mention any relevant values or mission alignment].

Thank you for considering our request. We hope to discuss this opportunity further and explore ways we can collaborate. Please feel free to reach out to me at [your phone number] or [your email address].

We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Organization Phone Number]

[Your Organization Email Address]

[Your Organization Website] (if applicable)