

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

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

Dear [Recipient Name],

Subject: Funding Application for [Project Name]

I am writing to formally request funding for [Project Name], which aims to [briefly describe the purpose and goals of the project].

[Provide a brief introduction about your organization, its mission, and relevant experience.]

The funding we are seeking will be allocated as follows:

- [Expense Item 1]: [Amount]
- [Expense Item 2]: [Amount]
- [Expense Item 3]: [Amount]

We believe that [Project Name] will [describe the anticipated impact or benefit of the project].

Thank you for considering our application. We look forward to the opportunity to discuss our project further.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization Name]  
[Your Organization Website (if applicable)]