

[Your Name]
[Your Position]
[Your Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Funding Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Funding Request for [Project/Program Name]

1. ****Introduction****

- Brief introduction of your organization
- Purpose of the letter

2. ****Overview of the Project/Program****

- Description of the project/program
- Objectives and goals

3. ****Need for Funding****

- Explanation of why funding is necessary
- Specific challenges or issues being addressed

4. ****Budget and Funding Request****

- Total budget for the project/program
- Amount of funding requested

5. ****Impact of the Funding****

- Expected outcomes and impact on the community/target population
- How the funding will contribute to the overall mission of your organization

6. ****Conclusion****

- Appreciation for considering the request
- Invitation for further discussion or questions

Sincerely,

[Your Name]
[Your Position]
[Your Organization]