

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

Dear [Recipient Name],

I am writing to request funding for [briefly describe the project or purpose of the funding request]. Our organization, [Your Organization's Name], is dedicated to [brief description of your organization's mission and objectives].

The funding amount we seek is [specific amount], which will be utilized for [specific uses of the funds]. This project aims to [describe the goals and expected outcomes of the project].

We believe that your support will significantly contribute to [explain why the project is important and how it aligns with the funder's mission or objectives].

Enclosed are additional details about our project, including [mention any attachments like project proposal, budget, timeline, etc.]. We appreciate your consideration of our request and look forward to the possibility of working together to [achieve specific goals or impacts].

Thank you for your time and consideration.

Sincerely,

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