

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

[Recipient's Name]
[Recipient's Position]
[Funding Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Funding Proposal for [Project Title]

I hope this letter finds you well. I am writing to formally submit a funding proposal for [Project Title], which aims to [briefly describe the purpose and objectives of the project].

[Provide a brief overview of your organization, including its mission and previous accomplishments relevant to the project.]

The proposed project seeks to [detailed description of the project, including specific goals, target audience, and expected outcomes]. We believe that with your support, we can achieve [describe the impact of the project].

The total budget for this project is [insert budget amount], and we are requesting [insert requested amount] from [Funding Organization Name]. Enclosed with this letter are the detailed project proposal, budget breakdown, and supporting documents that further outline the project's feasibility and potential benefits.

We appreciate your consideration of our proposal and would welcome the opportunity to discuss it further. Please feel free to contact me at [your phone number] or [your email address].

Thank you for your time and support.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]

[Enclosures: Project Proposal, Budget Breakdown, Supporting Documents]