

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

Dear [Recipient's Name],

I am writing to submit our funding application for [Project Title], which aims to [briefly describe the project's purpose and goals]. We believe that this project aligns perfectly with PBS's mission to [mention PBS's goals or objectives related to the project].

Our organization, [Your Organization's Name], has a proven track record of [mention accomplishments relevant to the project]. With this funding, we intend to [detail what the funds will be used for and the anticipated impact of the project].

We are seeking a total of [amount requested] to support [breakdown of funding needs, e.g., production costs, outreach efforts, etc.]. This funding will enable us to [explain the significance of the funding and how it will enhance the project].

Attached to this letter are our detailed project proposal, budget outline, and letters of support from community partners. We sincerely appreciate your consideration of our application and look forward to the possibility of collaborating with PBS to bring this important project to life.

Thank you for your attention to our request. Please feel free to reach out if you require any additional information.

Sincerely,

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