

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

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

Dear [Recipient Name],

I am writing to formally request assistance through the QJC program for [briefly state your reason for the request, e.g., funding, resources, support].

As a [your position or background], I have been involved in [describe relevant experience or project related to your request]. The purpose of my request is to [explain the purpose of your application].

[Provide additional details that support your application; this could include specific needs, goals, and how QJC assistance would be beneficial.]

I believe that with the support of the QJC, we can [outline potential outcomes or impacts]. I am happy to provide any further information needed to facilitate my application.

Thank you for considering my request. I look forward to the opportunity to work together towards [briefly restate your goal or outcome].

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]