

[Your Name]  
[Your Address]  
[City, State, Postcode]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department/Organization Name]  
[Address]  
[City, State, Postcode]

Dear [Recipient Name],

Subject: Application for Government Funding

I am writing to apply for funding through [specific funding program or grant name] to support [brief description of the project or initiative].

[Provide a concise overview of your organization, its mission, and relevant achievements.]

The funding will be used for [provide details on what the funding will be used for, including specific goals and expected outcomes]. This project aims to [describe the significance and impact of the project on the community or target group].

We are requesting a total of [amount] to cover [breakdown of costs and what the funding will achieve].

[Include any additional information about partnerships, community support, or evidence of need.]

Thank you for considering our application. We are excited about the possibility of collaborating with [Department/Organization Name] to make a positive impact in our community.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Website or Social Media (if applicable)]