

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Organization/Agency Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request funding assistance to support [specific need or program] for [individual's name or program name] who is a [brief description of the individual's needs or program].

[In this paragraph, provide details about the individual's challenges and how the funding will help address those needs. Include any relevant statistics or success stories if applicable.]

The funding would specifically be used for [list specific items, services, or programs the funding will support]. We believe that with your support, we can [explain the expected outcomes and benefits of the funding].

I appreciate your consideration of this request and would welcome the opportunity to discuss it further. Thank you for your attention to this important matter.

Sincerely,

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