

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department/Office Name]
University of Toronto
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request funding for [specific project, research, or initiative] that I am currently undertaking as a [your position, e.g., graduate student, faculty member] at the University of Toronto.

[Briefly introduce your project and its significance. Explain how it aligns with the university's goals or strategic priorities.]

To successfully implement this project, I am seeking financial support in the amount of [specific amount]. This funding will be utilized for [detailed breakdown of how the money will be spent, e.g., materials, travel, research assistants, etc.].

I believe that this project has the potential to [describe the anticipated impact or outcome of the project].

Thank you for considering this request. I am happy to provide any further information or discuss this in more detail at your convenience.

Sincerely,

[Your Name]
[Your Position]
[Your Department/Program]