

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

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

Dear [Recipient Name],

Subject: Funding Request for [Project Name]

I hope this letter finds you well. I am writing to formally request funding for [brief description of the project or initiative], which aims to [high-level goal or purpose of the project].

As you are aware, [provide context on the issue/problem the project addresses, highlighting relevance to UUCN's mission]. Our organization has been actively involved in [briefly describe your organization's work and expertise related to the project].

We are seeking funding in the amount of [specific amount] to support [outline key activities or components of the project]. This funding will enable us to [describe expected outcomes or impacts of the project].

We have outlined a detailed project plan, including budget breakdown and timeline, which I have attached for your review. We believe that with your support, we can make significant strides in [impact you hope to achieve or specific goals related to UUCN].

Thank you for considering our request. We would be grateful for the opportunity to discuss this project with you further. Please feel free to contact me at [your phone number] or [your email address] to schedule a meeting or if you need any additional information.

We look forward to the possibility of collaborating with you to [desired outcome or objective].

Thank you for your time and consideration.

Sincerely,

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