

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

[Recipient Name]
[Recipient Title]

Virginia Department of Transportation (VDOT)

[VDOT Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Funding Request for [Project Name/Description]

I hope this letter finds you well. I am writing to formally request funding for [Project Name], which aims to [briefly describe the purpose and importance of the project].

[Provide a detailed description of the project, including its objectives, beneficiaries, and expected outcomes. Include any relevant data or statistics that support the need for funding.]

We believe that with VDOT's support, this project can substantially contribute to [mention the specific benefits, such as improved safety, enhanced transportation infrastructure, community development, etc.]. Our organization is committed to [describe your organization's mission and previous work related to this project]. Enclosed are [mention any attached documents, such as project proposals, budgets, timelines, or additional supporting information].

We kindly request a funding amount of [specify the amount] to facilitate the realization of this project. We are open to discussing this request further and exploring how we can work together to achieve our mutual goals.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]