

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

[Recipient's Name]  
[Recipient's Title]  
[VDOT Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request funding support from the Virginia Department of Transportation (VDOT) for [briefly describe the project or initiative]. We believe this project will [explain the purpose and significance of the project, including its potential impact on the community or transportation system].

Our organization, [Your Organization], has been dedicated to [provide a brief overview of your organization and its mission]. The proposed project aims to [detail the objectives and expected outcomes of the project].

We are seeking [specific amount of funding] to cover [explain how the funding will be used, such as materials, labor, or other expenses]. A detailed budget is attached for your review.

Having reviewed VDOT's priorities, we believe our project aligns with [mention any relevant VDOT goals or initiatives]. We are committed to ensuring that this project is successful and will provide [explain how you will measure success or report back to VDOT].

Thank you for considering our request. We look forward to the opportunity to collaborate with VDOT and contribute positively to the transportation landscape in Virginia. Please feel free to reach out if you require any further information or clarification.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Attachment: Budget and Project Details]