

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Funding Request for [Purpose/Project Name]

I hope this message finds you well. I am writing to formally request funding for [brief description of the purpose/project].

[Introduce your company, highlighting its mission, vision, and achievements. Explain the purpose of the funding request and how it aligns with your company's goals.]

We are seeking a total of [specific amount] to [briefly state what the funds will be used for, e.g., product development, marketing, operational expansion]. This funding will enable us to [explain the benefits and potential impact of the project].

[Include any relevant data, projected outcomes, and supporting documents that emphasize the importance of the funding request.]

We believe that your support will significantly contribute to [company's or project's success]. We are eager to discuss this opportunity further and explore potential collaboration.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Website] (if applicable)