

Request for University Research Funding

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

[Recipient Name]
[Title]
[Department/Office Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request funding resources for my research project titled "[Project Title]." This project aims to [briefly describe the purpose and significance of the research]. As a [your position, e.g., graduate student, faculty member, etc.] in the [Department Name], I believe that this research could significantly contribute to the field of [research field].

The funding will be utilized for [briefly outline budget needs, such as materials, travel, personnel, etc.]. I have attached a detailed budget proposal along with my research plan for your review.

I would greatly appreciate any support the university can offer to assist me in this endeavor. Thank you for considering my request, and I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title/Position]
[Department Name]
[University Name]