

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request funding for the acquisition of essential research instruments for our ongoing project titled "[Project Title]." This research aims to [briefly explain the objective of the research].

In order to achieve our research goals, we require the following instruments:

- [Instrument 1] - [Brief description and cost]
- [Instrument 2] - [Brief description and cost]
- [Instrument 3] - [Brief description and cost]

The total estimated cost for these instruments is [total cost]. These tools will significantly enhance our research capabilities and contribute to the advancement of knowledge in [research field].

We believe that with your support, we will be able to achieve our research objectives and make valuable contributions to [potential impact]. We would greatly appreciate your consideration of our request and look forward to your positive response.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]