

Community Project Funding Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I am writing to request funding for [Project Name], a community initiative designed to [briefly describe the project and its goals]. This project aims to [elaborate on the goals and benefits of the project to the community].

Our community has seen [mention any relevant statistics or statements about the need for the project]. By implementing [Project Name], we believe we can [explain the impact the project will have].

The total funding required for this project is [insert amount]. A detailed breakdown of the budget is attached for your review. We are seeking your support to help make this project a reality.

We appreciate your consideration and look forward to the opportunity to discuss this project further. Thank you for your attention to this important initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]