

Grant Funding Proposal Request

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

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

Dear [Recipient's Name],

I am writing to request funding for [project name or program], which aims to [briefly describe the purpose or objective of the project]. Our organization, [Your Organization's Name], has been dedicated to [describe the mission or focus area of your organization] since [year]. We believe that with your support, we can achieve [specific goals or impacts].

The total budget for this project is [total budget amount], and we are seeking [specific amount] from [Recipient's Organization]. Enclosed with this letter, you will find our detailed proposal which outlines the project goals, implementation plan, and expected outcomes.

We greatly appreciate your consideration of our request. Please feel free to contact me at [your phone number] or [your email address] for any further information or to discuss this proposal.

Thank you for your time and support.

Sincerely,
[Your Name]
[Your Title]
[Your Organization's Name]