

# Request for Funding

[Your Name]

[Your Position]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Trade Association Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request funding for [specific project or initiative] that aims to [brief description of the purpose and goals of the project]. As [your organization] is dedicated to [relevant mission or objective], we believe that this project aligns perfectly with the goals of [Trade Association Name].

We are seeking a funding amount of [specific amount] to support [details on how the funds will be used]. With your contribution, we can [impact of the funding on the project and overall community].

We greatly appreciate the role that [Trade Association Name] plays in supporting initiatives that benefit [specific sector or community], and we hope to partner with you in this endeavor. Enclosed you will find further details regarding the project and our organization.

Thank you for considering our request. We would be happy to discuss this proposal further at your convenience. Please feel free to reach out to me directly at [your phone number] or [your email address].

Warm regards,

[Your Name]

[Your Position]

[Your Organization]