

# Project Funding Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request funding for [Project Name], a project aimed at [brief description of project's purpose and goals]. This initiative will address [specific issue or need] and provide [benefits to the community or target group].

The total budget for the project is [Total Cost], and we are seeking [Amount Requested] in funding from [Government Agency Name]. We believe that this project aligns with [Agency's goals or funding priorities].

We have outlined a detailed budget and project plan, which I have attached for your review. We are committed to [explain any matching funds or contributions from your organization].

Thank you for considering our request. I would be happy to provide any additional information or answer any questions you may have. I look forward to your positive response and the opportunity to collaborate on this important initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]