

# Research Grant Request

[Your Name]

[Your Position]

[Your Institution]

[Your Institution Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Funding Agency]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request funding for my research project titled "[Project Title]." This project aims to [briefly describe the purpose and significance of the research].

With your support, I hope to [explain how the grant will be utilized, including objectives, methods, and outcomes]. The estimated budget for this project is [insert budget amount]. I believe that our findings may contribute significantly to the field of [mention relevant field or discipline].

I have attached a detailed research proposal along with a budget outline for your review. I would be grateful for the opportunity to discuss this proposal further and answer any questions you may have.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]