

Application for Funded Alternative Format Production

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number

Date: [Insert Date]

Recipient Name
Recipient Title
Organization Name
Organization Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally apply for funding to support the production of alternative formats for [describe the materials, e.g., educational, informational] aimed at enhancing accessibility for individuals with [specify the audience, e.g., visual impairments, learning disabilities].

The purpose of this project is to [explain the objectives and significance of the project]. We believe that providing materials in alternative formats will [describe the expected impact].

We are seeking funding of [insert amount] to cover the costs associated with [detail what the funding will be used for]. Attached to this letter are the necessary documents, including our budget proposal and project timeline.

Thank you for considering our application. We look forward to the opportunity to discuss this project further and answer any questions you may have.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]