

[Your Non-Profit Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Subject: Funding Request for Educational Programs

Dear [Recipient Name],

We hope this letter finds you well. We are writing to request funding for our educational programs at [Your Non-Profit Organization Name], which aims to [briefly describe your mission and the specific educational programs].

Over the past [number of years], we have successfully impacted the lives of [number] children/adults through our programs by [mention accomplishments and statistics]. However, to continue providing quality education and resources, we rely heavily on the generosity of donors and organizations such as yours.

We are seeking a funding amount of [specific amount] to help us [describe what the funds will be used for, such as specific programs, resources, or outreach efforts]. Your support would enable us to [mention the potential impact of the funding on the community and beneficiaries].

We would be grateful for the opportunity to discuss this further and explore how your organization can partner with us to enhance educational outcomes in our community. Please feel free to contact me at [your phone number] or [your email] to schedule a meeting.

Thank you for considering our request. Your support can make a significant difference in the lives of those we serve.

Sincerely,

[Your Name]

[Your Title]

[Your Non-Profit Organization Name]