

Funding Request Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Trust Name]

[Trust Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you on behalf of [Your Organization], a [brief description of your organization and its mission]. We are devoted to [specific goal or focus area], and we believe that your trust shares a similar commitment to [related goals or fields].

We are currently seeking funding to support [specific project or initiative], which aims to [briefly describe project goals and expected outcomes]. This project will [explain the impact of the project on the community or target population].

As we embark on this important initiative, we respectfully request a grant of [specific amount] from [Trust Name]. Your support will allow us to [explain what the funds would be used for and how they will benefit the project].

We have attached a detailed proposal, including our budget and timelines for the project. We would be honored to partner with [Trust Name] towards achieving our common goals.

Thank you for considering our request. We look forward to the possibility of working together to make a positive difference in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]