

Funding Request for [Project Name]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request funding for [Project Name], which aims to [briefly describe the purpose and goals of the project]. This project is vital because [explain the importance and potential impact].

The total budget for the project is [dollar amount], and we are seeking [specific amount] from [Recipient Organization]. This funding will be allocated towards [provide a brief breakdown of expenditures].

We believe that [explain how the project aligns with the recipient's goals or mission]. We are excited about the potential partnership and the positive impact we can achieve together.

Thank you for considering our request. I would be happy to discuss this proposal in more detail at your convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]