

# Funding Request for Community Development Project

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request funding for our community development project, [Project Name], which aims to [briefly describe the project's purpose and goals]. Our organization, [Your Organization], has a long-standing commitment to enhancing the quality of life in our community through various initiatives.

The [Project Name] will specifically focus on [provide more details about the project, including target demographic, expected outcomes, and community impact]. We believe that with your support, we can make a significant difference in the lives of those we serve.

We are seeking a grant of [specific amount] to cover [briefly outline how the funds will be utilized]. Enclosed, you will find a detailed budget and project proposal for your review.

Thank you for considering our request. We would be grateful for the opportunity to discuss this project further and explore how we can work together to achieve our common goals. Please feel free to contact me at [your phone number] or [your email address].

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]