

Funding Request Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Funding Organization's Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request funding for our after-school tutoring services aimed at supporting students who may be falling behind in their studies. Our program provides individualized tutoring, homework assistance, and enrichment activities to help students thrive academically.

With the growing need for academic support, we aim to serve [number of students] students this year, ensuring they have the resources necessary to succeed. However, to maintain and expand our services, we require additional funding of [specific amount]. This funding will help us cover costs related to qualified tutors, educational materials, and program logistics.

Our tutoring program has shown significant success, with [insert any relevant statistics or testimonials]. We believe that with your support, we can make an even greater impact in our community.

Thank you for considering our request. We would be grateful for the opportunity to discuss this proposal further and explore how we can work together to support our students' educational needs.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]