

Funding Inquiry for University-Led Project

Date: [Insert Date]

[Your Name]
[Your Position]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Title]
[Funding Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about potential funding opportunities for a university-led project titled "[Project Title]." This project aims to [briefly describe the aim and significance of the project].

We believe that this project aligns with [mention any relevant interests of the funding organization or previous projects they funded] and could benefit from your support.

We would appreciate any information regarding funding options, application processes, and eligibility criteria. We are keen to explore ways that our project can align with your organization's mission and objectives.

Thank you for considering our inquiry. I look forward to the opportunity to discuss this further.

Sincerely,

[Your Name]
[Your Position]
[Department Name]
[University Name]
[Contact Information]