

Request for Funding: Special Project

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to you on behalf of [Organization Name] to request funding for a special project aimed at [briefly describe the purpose of the project, e.g., providing clean drinking water, emergency shelter, health services, etc.] for the community of [specific location].

This project is critical because [explain the need or challenge the project addresses]. We aim to [describe the objectives and anticipated outcomes of the project].

We estimate the total cost of this project to be [insert amount], and we are seeking a funding contribution of [insert amount] to support our efforts. Your support will directly impact [explain how the funding will be used and the difference it will make].

We would be grateful for the opportunity to discuss this proposal further and explore how you can assist us in this mission. Attached is a detailed project proposal for your review.

Thank you for considering our request for funding. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]