

Letter of Funding Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request funding for our after-school enrichment programs at [Your Organization]. Our goal is to provide a safe and engaging environment for children to learn and grow outside of regular school hours.

This year, we aim to expand our program to serve more students by offering various activities that include arts, science, and technology, as well as physical education. We believe that these enrichment opportunities are crucial for the development of our youth.

To achieve this, we are seeking a funding amount of [insert amount] which will be utilized for [briefly outline what the funds will support, e.g., materials, staffing, facilities]. We have attached a detailed budget and program outline for your review.

Your support would make a significant difference in the lives of many children in our community. We would be grateful for the opportunity to discuss this proposal further and explore potential collaboration.

Thank you for considering our request. We look forward to the possibility of working together to enrich the educational experiences of our youth.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]