

# Request for Grant Funding

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

**Dear [Recipient's Name],**

I am writing to request funding for our housing assistance initiatives aimed at [briefly describe the purpose, e.g., providing affordable housing to low-income families]. Our organization, [Your Organization Name], has been serving the community for [number] years and has successfully [mention any achievements or programs].

Currently, we are facing challenges due to [explain the need for assistance, e.g., increasing housing costs, lack of resources]. With your support, we can achieve [specific goals, such as increasing the number of families served or enhancing existing programs].

We kindly request a grant of [specific amount] to help us [explain how the funds will be used, e.g., renovate housing units, provide counseling services]. Enclosed is our detailed proposal outlining our project and its significance to the community.

Thank you for considering our request. We would be grateful for the opportunity to discuss this proposal further. Please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]