

# Funding Request for Social Service Program Expansion

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request funding for the expansion of our social service program, [Program Name], which has been instrumental in [briefly describe the impact of the program]. Our organization, [Your Organization], has been serving the community for [number] years, and we have seen a significant increase in demand for our services.

To meet this rising need, we are seeking a funding amount of [specific amount] to implement [specific plans or improvements]. This expansion will allow us to [describe specific benefits and outcomes expected from the expansion].

Enclosed with this letter, you will find detailed information about our program, including a budget outline and success stories from those we have served. We believe that with your support, we can make a profound difference in our community.

Thank you for considering our request. We would be grateful for the opportunity to discuss this proposal further and explore ways for us to partner together.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]