

# Request for Funding for School Energy Conservation Measures

Date: [Insert Date]

[Your Name]  
[Your Position]  
[School Name]  
[School Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request funding for important energy conservation measures at [School Name]. As a committed educational institution, we recognize the necessity of fostering an environment that promotes sustainability and energy efficiency.

We aim to implement several energy conservation initiatives, including [briefly list initiatives such as installing energy-efficient lighting, upgrading HVAC systems, or implementing renewable energy sources]. These measures will not only reduce our carbon footprint but also lower operating costs, allowing us to allocate funds towards student programs.

The total cost of these projects is estimated at [insert total amount]. We are seeking funding from [insert funding source or program], which we believe aligns with your mission to promote sustainable practices in educational facilities.

We would appreciate the opportunity to discuss this proposal further and explore potential funding avenues. Thank you for considering our request for support in making [School Name] a leader in energy conservation.

Sincerely,

[Your Name]  
[Your Position]  
[School Name]