

# Additional Funding Application

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

## Subject: Additional Funding Application

Dear [Recipient's Name],

I am writing to formally request additional funding for [Project/Program Name] which is currently supported by [Current Funding Source]. Due to [reason for additional funding request, e.g., unexpected costs, project expansion, etc.], we find ourselves in need of further financial assistance to successfully complete our goals.

Since the initiation of this project, we have successfully [briefly describe accomplishments]. However, [explain the challenges or reasons for needing additional funding]. This additional funding will allow us to [describe how the funds will be used and the expected outcomes].

We are seeking an additional [specific amount requested] to cover [specific expenses]. Enclosed with this letter, please find our detailed budget and project plan for your review.

Thank you for considering our request. We appreciate your continued support and look forward to the possibility of partnering with you to make [Project/Program Name] a success.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]