

Funding Application for Overseas Community Services

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Subject: Application for Funding Support

Dear [Recipient's Name],

I am writing to formally apply for funding to support our upcoming overseas community service project, titled "[Project Name]." Our organization, [Your Organization's Name], has been dedicated to [short description of your organization's mission], and we are seeking financial assistance to continue our efforts in [describe the target community and the specific services to be provided].

The project is aimed at [briefly describe the objectives and expected outcomes], which we believe will significantly benefit [target community or population]. We have outlined a comprehensive plan that includes [details on project activities, timeline, and anticipated impact].

We are requesting a total of [specific amount] to cover [break down the budget components], and we are hopeful that your organization can support us in making this project a reality.

Thank you for considering our application. We are excited about the possibility of partnering with [Recipient's Organization Name] to improve the lives of those in need. Please find attached our project proposal for your review.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]