

# Letter of Application for Federal Funding

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient Name]  
[Recipient Title]  
[Funding Agency Name]  
[Funding Agency Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit a funding application on behalf of [Your Organization] for our project titled "[Project Title]," which aims to promote environmental sustainability in [specific location or community]. We believe that our initiative aligns closely with the goals of [Funding Agency Name], particularly in addressing [specific goals or priorities related to environmental sustainability].

The primary objectives of our project are to [list key objectives]. Through innovative approaches such as [briefly describe methods or strategies], we aim to achieve measurable outcomes that will significantly contribute to [expected impacts on sustainability].

We are requesting funding in the amount of [amount requested], which will be allocated towards [brief budget overview]. We have also attached our detailed project proposal and budget plan for your review.

Thank you for considering our application. We are eager to collaborate with [Funding Agency Name] to advance environmental sustainability and make a lasting impact in our community. Please feel free to contact me at [your phone number] or [your email] if you have any questions or require further information.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]