

Letter of Application for Federal Funding

Date: [Insert Date]

[Your Name]

[Your Title]

[Nonprofit Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request federal funding for [specific project or program] that our organization, [Nonprofit Organization Name], is undertaking to [briefly describe the purpose and importance of the project/program].

[Provide a brief history of your organization, including its mission, major accomplishments, and relevant programs that align with the funding opportunity.]

The requested funding of [specific amount] will enable us to [detail how the funds will be utilized, including objectives and expected outcomes]. We are committed to [describe the impact of the project on the community or target population].

Attached to this letter are our organization's budget, a detailed project proposal, and evidence of our community impact. We believe that this project aligns closely with [mention specific program priorities or goals of the federal agency].

We appreciate your consideration of our application and look forward to the opportunity to further discuss how [Nonprofit Organization Name] can contribute to [specific goal or initiative]. Please do not hesitate to contact me at [phone number] or [email address] should you need any further information.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title]

[Nonprofit Organization Name]