

Funding Request for Departmental Initiatives

Date: [Insert Date]

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

To: [Recipient's Name]
[Recipient's Title]
[Recipient's Department]
[Recipient's Institution]

Dear [Recipient's Name],

I am writing to formally request funding for [specific initiative/project name] within the [Department Name]. This initiative aims to [briefly describe the purpose and goals of the initiative]. With your support, we hope to [explain the impact of the initiative on the department/institution/community].

The total estimated cost for this initiative is [amount], and we are seeking funding of [amount requested]. A detailed budget breakdown is included in the attached documents for your review. Our department believes that this initiative will greatly contribute to [highlight benefits or previous successes].

We appreciate your consideration of this funding request and are happy to provide any additional information needed. I am looking forward to your positive response.

Thank you for your support.

Sincerely,
[Your Name]
[Your Title]
[Your Department]