

Funding Request for the Preservation of Historic Site

Date: [Insert Date]

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

[Recipient Name]
[Recipient Title/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request funding for the preservation of [Historic Site Name], a significant landmark situated in our community that has great historical value. This site not only reflects our local heritage but also serves as a vital resource for education and tourism.

Unfortunately, due to [briefly describe any issues, e.g., deterioration, lack of resources, etc.], the site is in urgent need of preservation efforts. We are seeking financial support of [specific amount] to undertake necessary restoration and preservation activities which include [list major activities planned].

Your support will ensure that [Historic Site Name] remains an integral part of our community's identity and provides future generations with the opportunity to learn about our history.

Thank you for considering our request. I look forward to the possibility of working together to preserve this valuable site. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information.

Sincerely,

[Your Name]
[Your Title/Organization]