

[Your Name]

[Your Position]

[Your Municipality]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Funding Request for Intermunicipal Cooperation Project

Dear [Recipient's Name],

I am writing to formally request funding support for our intermunicipal cooperation initiative, titled "[Project Title]," which aims to enhance collaboration between [Your Municipality] and [Partner Municipality/ies]. This project focuses on [briefly describe the project objectives and goals].

The requested funding amount of [amount] will be utilized for [explain what the funds will be used for, e.g., research, implementation, community engagement, etc.]. We believe that this initiative will not only benefit our municipalities but also strengthen regional ties and improve services for our communities.

We have outlined a detailed project plan and budget, which are attached for your review. We would appreciate the opportunity to discuss this proposal further and explore avenues for collaboration.

Thank you for considering our request. We look forward to the possibility of working together to make this project a reality.

Sincerely,

[Your Name]

[Your Position]

[Your Municipality]