

# Request for Financial Assistance

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing on behalf of [Nonprofit Organization Name], a nonprofit organization dedicated to [briefly describe mission or purpose]. We are currently working on an initiative called [Name of Initiative], aimed at [briefly describe the initiative and its goals].

To successfully carry out this initiative, we are seeking financial assistance in the amount of [specific amount requested]. This funding will be utilized for [briefly outline how the funds will be used].

We believe that this initiative will greatly benefit our community by [specific benefits and impact on the community]. With your support, we can make a significant difference and foster positive change.

We would be grateful for the opportunity to discuss this initiative further and explore potential collaboration. Thank you for considering our request. We look forward to your response.

Sincerely,

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