

# Project Funding Application

Date: [Insert Date]

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Funding Agency Name]

[Service Provider Address]

[City, State, Zip Code]

Dear [Funding Agency Representative],

We are writing to express our intent to apply for funding for our community service project, [Project Name], which aims to [briefly describe the purpose of the project]. Our organization, [Organization Name], has been actively serving the community since [year], focusing on [mention specific services or target groups].

The [Project Name] will address [specific issues or needs in the community] by [describe how the project will address these needs]. We are seeking a funding amount of [insert amount] to support [explain what the funds will be used for, e.g., resources, staffing, materials].

We believe that with your support, we can significantly impact the lives of those in our community. We have included a detailed proposal that outlines our strategies, anticipated outcomes, and a budget breakdown for your review.

Thank you for considering our application. We look forward to the opportunity to partner with [Funding Agency Name] and contribute to [mention the community or specific sector]. Please feel free to contact me at [your phone number] or [your email] should you have any questions.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]