

Funding Request for Educational Outreach Project

[Your Name]

[Your Position]

[NGO Name]

[NGO Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request funding for our upcoming educational outreach project aimed at [briefly describe the purpose and objectives of the project]. As an NGO dedicated to [briefly describe your NGO's mission], we believe that this project will greatly benefit [target audience/community].

Our project aims to [elaborate on specific goals, activities, and anticipated outcomes]. With your support, we can reach [mention the number of beneficiaries or impact you expect to make].

We are seeking a total of [specific amount] to cover [briefly outline budget items]. This funding will enable us to [explain how the funds will be utilized to achieve the project goals].

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

Sincerely,

[Your Name]

[Your Position]

[NGO Name]