

Funding Request for Sanitation Improvement Initiative

[Your Name]

[Your Position]

[NGO Name]

[NGO Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing on behalf of [NGO Name], an organization committed to improving public health and sanitation in [specific area or community]. Our mission is to ensure that every individual has access to safe and hygienic sanitation facilities.

We are excited to announce our upcoming initiative, [Project Name], aimed at [briefly describe the goals of the initiative, e.g., constructing new latrines, improving waste management systems, etc.]. This initiative is critical because [explain the significance of the project and its impact on the community].

To successfully implement this project, we are seeking funding of [specific amount] to cover costs such as [list significant budget items, e.g., materials, labor, education programs, etc.]. Your support would play a vital role in [explain how funding will help achieve project goals].

We are hopeful that [Recipient Organization] will consider our request for funding. We would appreciate the opportunity to discuss this initiative in further detail and explore potential collaboration. Please feel free to contact me at [your phone number] or [your email address] to schedule a meeting.

Thank you for considering this important project. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[NGO Name]