

Funding Request for Water Conservation Project

Date: [Insert Date]

[Your Name]

[Your Position]

[NGO Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Funding Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this letter finds you well. I am writing to you on behalf of [NGO Name], an organization dedicated to promoting sustainable water management and conservation practices in [Location]. We believe that access to clean and safe water is a fundamental human right, and we are committed to making a positive impact in our community.

We are currently seeking funding for our Water Conservation Project, which aims to [briefly describe the project goals and objectives, e.g., educate the community about water conservation techniques, implement rainwater harvesting systems, etc.]. Our project will benefit [target population] by [describe the expected outcomes and benefits].

The total budget for this project is [insert amount], and we are requesting a funding contribution of [insert requested amount]. Your support will help us [describe how the funds will be used, e.g., purchase materials, conduct workshops, etc.].

We have attached a detailed project proposal for your review. We would be grateful for the opportunity to discuss this project further and explore how we can work together to make a lasting difference in our community.

Thank you for considering our request. We look forward to the possibility of partnering with [Funding Organization Name] in this important initiative.

Sincerely,

[Your Name]

[Your Position]

[NGO Name]