

# Request for Funding

Date: [Insert Date]

To: [Name of the Funding Organization]

Address: [Address of the Funding Organization]

Dear [Name of the Contact Person],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your NGO Name], an organization dedicated to supporting refugees and displaced individuals in [Location/Region]. We have been working tirelessly to provide essential services to those fleeing conflict, persecution, and natural disasters.

We are writing to request funding in the amount of [Insert Amount] to support our upcoming Refugee Support Project, which aims to [Briefly describe the project, its objectives, and expected outcomes]. This initiative will enable us to offer [List key services or activities, e.g., food assistance, shelter, healthcare services, job training, etc.] to [Number] refugees in our community.

We believe that with your support, we can make a significant impact on the lives of these individuals and help them rebuild their lives in safety and dignity. Attached to this letter, you will find a detailed project proposal outlining our goals, budget, and the intended use of funds.

We would greatly appreciate the opportunity to discuss this funding request further and explore potential collaboration. We are available for a meeting at your convenience, and we look forward to your positive response.

Thank you for considering our request. Together, we can make a difference in the lives of those in need.

Sincerely,

[Your Name]

[Your Position]

[Your NGO Name]

[Your Contact Information]