

# Grant Request for [Project Name]

[Date]

[Donor Name]

[Donor Title]

[Donor Organization]

[Donor Address]

Dear [Donor Name],

We are writing to request funding for our upcoming project, [Project Name], which aims to [briefly describe the project's objective]. Our organization, [Your Organization Name], has been dedicated to [mission statement or purpose] for [number of years in operation].

[Provide a brief overview of the project, including the target population, key activities, and expected outcomes. Explain the need for the project and how it aligns with the donor's interests.]

To successfully implement [Project Name], we are seeking a grant of [amount] to cover [specific needs, e.g., materials, staffing, outreach efforts]. A detailed budget is attached for your review.

We believe that with your support, we can make a significant impact by [describe the anticipated impact on the community or population served]. We would be grateful for the opportunity to discuss this project further and explore ways in which we can work together to achieve our common goals.

Thank you for considering our request. We look forward to the possibility of partnering with you to make a difference in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Organization Address]

[Your Phone Number]

[Your Email Address]

**Attachment: Detailed Project Budget**