

Funding Request for [Project Name]

[Your Name]

[Your Title/Position]

[Your Organization/Community Group]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request funding support for [Project Name], a community initiative aimed at [brief description of the project's purpose and objectives]. Our project is designed to [explain how the project will benefit the community].

We are seeking a total of [amount of funding requested] to cover [detail what the funding will be used for]. With your support, we will be able to [explain the impact of the project on the community].

We believe that [Project Name] aligns with the goals of [Recipient Organization] because [provide rationale]. We would be grateful for an opportunity to discuss this project further and explore ways in which we can collaborate to make this initiative a success.

Thank you for considering our funding request. We look forward to the possibility of working together to enhance our community.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization/Community Group]