Funding Request for [Project Name]

[Date]

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you on behalf of [Your Organization] to seek funding for our mission-driven project, [Project Name]. Our project aims to [briefly describe the mission and goals of the project].

Your support will enable us to [describe what the funding will help achieve, including specific outcomes]. We believe that with your partnership, we can make a significant impact in [community/target audience].

We are requesting a grant of [specific amount]. Enclosed are the details of our budget and project timeline.

Thank you for considering our request. We look forward to the opportunity to work together to [restate the positive impact of the project]. Please do not hesitate to reach out to me directly at [your phone number] or [your email].

Warm regards,

[Your Name]

[Your Title]

[Your Organization]