

Funding Request Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Nonprofit Organization 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],

I am writing on behalf of [Nonprofit Organization Name] to request funding in the amount of [Insert Amount] to support our ongoing programs aimed at [Brief Description of Programs]. Our organization is dedicated to [Mission Statement or Purpose].

Over the past [Insert Time Period], we have successfully [Provide Brief Overview of Accomplishments]. However, due to [Explain Reasons for Funding Need], we are seeking additional support to continue our efforts.

With your support, we will be able to [Explain Impact of Funding]. We believe that together, we can make a significant difference in [Target Community or Cause].

We would be grateful for the opportunity to discuss this request further and explore potential partnerships. Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Position]

[Nonprofit Organization Name]