

# **[Your Organization's Name]**

[Your Organization's Address]

[City, State, Zip Code]

[Date]

## **[Council Member's Name]**

[Local Council's Name]

[Council's Address]

[City, State, Zip Code]

**Dear [Council Member's Name],**

I am writing to you on behalf of [Your Organization's Name], a [brief description of your organization, e.g., non-profit organization, community group] dedicated to [your mission or purpose]. We are reaching out to request funding support from the local council for our upcoming project, [Project Name].

This project aims to [briefly describe the project, its goals, and its benefits to the community]. We believe that with your support, we can significantly impact the lives of residents in our area.

The total cost of the project is [total amount]. We are seeking a funding contribution of [specific amount] from the council to help us achieve our goal. Your support would be instrumental in enabling us to [specific benefits your project provides].

We would appreciate the opportunity to discuss this proposal further and explore potential collaboration. Thank you for considering our request, and we look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Email Address]

[Your Phone Number]