

[Your Name]

[Your Street Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Institution/Organization Name]

[Street Address]

[City, State, Zip Code]

## **Subject: Funding Request for Research Project**

Dear [Recipient Name],

I am writing to formally request funding for my research project titled "[Project Title]," which aims to [briefly describe the objective of the research]. I am currently a [your year, e.g., junior] majoring in [Your Major] at [Your University].

This research is significant because [explain the importance and impact of the research]. I believe that with adequate funding, I can contribute valuable insights and advancements in this field.

The total cost of the project is estimated to be [total amount], which will cover [list major expenses, e.g., materials, travel, etc.]. I am seeking [specific amount] to help facilitate this research.

I am committed to excellence in my academic pursuits and am keen to share my findings through [mention any plans for dissemination, such as conferences or publications].

I appreciate your consideration of my request, and I would be grateful for the opportunity to discuss this proposal further. Thank you for your time and support.

Sincerely,

[Your Name]

[Your Major]

[Your University]