

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Foundation's Name]

[Foundation's Address]

[City, State, Zip Code]

Dear [Foundation's Contact Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization's Name]. We are a nonprofit organization dedicated to [Briefly describe your organization's mission].

We are reaching out to seek funding for our upcoming project, [Project Name], which aims to [Briefly describe the purpose and goals of the project]. This project is particularly important as [Explain the significance of the project].

We are requesting a grant of [Specific Amount] to support [specific activities or resources]. With your generous support, we will be able to [Explain what the funding will help achieve].

We have attached our project proposal, which includes detailed information about the project timeline, budget, and anticipated outcomes. We would be grateful for the opportunity to partner with [Foundation's Name] in making a meaningful impact in our community.

Thank you for considering our request. We are hopeful for the opportunity to collaborate with you. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]