

# Inquiry for Support

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Foundation Name]

[Foundation Address]

[City, State, Zip Code]

Dear [Foundation Contact Name],

I hope this letter finds you well. I am writing to inquire about the possibility of [Your Organization] receiving support from [Foundation Name] for our upcoming project, [Project Name], which aims to [briefly describe the purpose of the project and its intended impact].

As you may know, [briefly describe your organization's mission and previous work]. We believe that with the support of [Foundation Name], we can [describe what support would help you achieve].

We would greatly appreciate any information regarding your grant application process, eligibility criteria, and any upcoming funding opportunities. We are eager to explore ways we can align our efforts with your mission to achieve [mention common goals].

Thank you for considering our inquiry. We look forward to the opportunity to collaborate with [Foundation Name] to make a positive impact in our community. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]

[Your Title]  
[Your Organization]