

# Request for Information

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Recipient Name

Charitable Foundation Name

Foundation Address

City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to request information regarding [specific program, grant, or initiative] that your foundation supports. As [your organization or role], we are keen to align our efforts with impactful initiatives and would greatly appreciate any details you could provide.

In particular, we are interested in:

- [Specific information request 1]
- [Specific information request 2]
- [Specific information request 3]

Thank you for considering our request. We look forward to the opportunity to learn more about your foundation's valuable work and how we might collaborate in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]