

Request for Funding

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Organization/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request funding for our senior citizen program, [Program Name], which aims to [briefly describe the purpose of the program]. Our program has been serving the senior community by [mention any services or activities offered] and has seen a significant positive impact on the lives of the participants.

To continue our efforts and expand our reach, we seek financial support of [specific amount] to cover [briefly explain what the funding will be used for, e.g., materials, staffing, activities]. Your assistance would be instrumental in ensuring the continued success and growth of our program.

We believe that every senior citizen deserves access to quality services and engagement opportunities. By supporting our program, you are investing in the well-being of our community's elders.

Thank you for considering our request. We are eager to discuss this opportunity further and explore how we can align our efforts to benefit our senior citizens. I am looking forward to your positive response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]