

Letter of Inquiry

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name

Recipient's Title
Organization's Name
Organization's Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about potential alternative funding sources for [specific project or purpose] that our organization, [Your Organization's Name], is currently pursuing. We are exploring options to support [briefly describe the project or initiative], and your expertise in this area would be invaluable.

We are particularly interested in [specific types of funding such as grants, partnerships, or sponsorships], and I would greatly appreciate any guidance or resources you could provide.

Thank you for considering my inquiry. I look forward to your response.

Sincerely,

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