

Request for Additional Funding

Date: [Insert Date]

To: [Lender's Name]

[Lender's Institution]

[Lender's Address]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request additional funding for our ongoing project, [Project Name], which is currently in its [phase/status]. As you are aware, the project aims to [briefly describe the project's objectives and importance].

Due to [briefly explain the reason for the additional funding, e.g., unforeseen expenses, increased scope, etc.], we have identified the need for an additional [amount] to ensure the successful completion of this project. This funding will specifically be allocated towards [detail what the funds will be used for].

Our efforts have already demonstrated [mention any notable progress or results achieved], and with the additional support, we are confident that we will achieve [projected outcomes]. We believe that this investment will yield significant returns and strengthen our partnership moving forward.

I would be happy to discuss this request in further detail at your earliest convenience. Thank you for considering our request for additional funding. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]