

# Funding Application Letter

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to apply for funding to support my work as a community service worker at [Your Organization/Community Group]. Our mission is to [briefly explain mission and objectives of the organization], and we strive to make a positive impact in [specific community/area].

With the funds provided, I plan to [explain how the funds will be used, and the impact it will have on the community and the organization's mission]. This funding will enable us to [mention specific projects, programs or services that will be enhanced or initiated].

I believe that with your support, we can significantly improve the quality of life for [describe the target population]. I have attached our project proposal, detailing our objectives, budget, and timelines for your review.

Thank you for considering this application. I look forward to the opportunity to discuss this further and explore how we can work together to benefit our community.

Sincerely,

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