

# Funding Application for Hybrid Vehicle Purchase

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Funding Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for funding to support the purchase of a hybrid vehicle for [specific purpose, e.g., community outreach program, non-profit organization, etc.]. Our organization, [Your Organization's Name], has been committed to [brief description of your organization and mission].

As part of our ongoing efforts to promote sustainability and reduce our carbon footprint, we believe that acquiring a hybrid vehicle will significantly enhance our operational efficiency while aligning with our environmental goals. The hybrid vehicle will be used for [describe how the vehicle will be utilized - transporting staff, community service, etc.].

The estimated cost of the hybrid vehicle is [insert cost], and we are seeking funding of [insert funding amount] to help cover this expense. We have already secured [insert other funding sources if applicable], which will go towards this purchase.

We sincerely appreciate your consideration of our funding request. If you need any additional information or documentation, please do not hesitate to contact me at [insert phone number] or [insert email address].

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]