

Financial Request for Building Refurbishment

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request financial support for the refurbishment of [Building Name/Location]. As you are aware, the current condition of the building has significantly impacted its functionality and comfort. The proposed refurbishment aims to address these issues and enhance the overall environment.

Project Details:

- **Scope of Work:** [Brief description of the refurbishment work]
- **Estimated Cost:** [Total estimated cost]
- **Funding Requested:** [Amount of funding requested]

The refurbishment will not only improve the quality of the facilities but also ensure the safety and satisfaction of its users. A detailed proposal is enclosed with this letter for your consideration.

We appreciate your time and attention to this matter and hope to secure your support for this vital project. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for considering this request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[Your Phone Number]

[Your Email Address]