

# Funding Request for [Community Service Organization Name]

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Community Service Organization Name]  
[Organization Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Title]  
[Foundation/Organization Name]  
[Foundation Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to you on behalf of [Community Service Organization Name], an organization dedicated to [briefly describe the mission and goals of your organization]. With our ongoing projects aimed at [describe specific projects or initiatives], we are seeking financial support to further enhance our impact in the community.

Over the past [duration], we have successfully [mention key achievements or activities]. However, in order to continue and expand upon these initiatives, we require additional funding of [specify amount] to [explain what the funding will specifically be used for].

We believe that with your support, we can [mention the potential outcomes of the funded projects]. Our community desperately needs [explain the need], and we are committed to making a difference.

We kindly request an opportunity to discuss this funding proposal further and explore potential partnership opportunities. We would greatly appreciate your consideration and support in helping us achieve our mission.

Thank you for your time and attention. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Title]  
[Community Service Organization Name]