

# Funding Request Review

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Review of Funding Request

Dear [Recipient's Name],

We appreciate your submission of the funding request for [Project Name]. Our team has reviewed the proposal thoroughly, and we would like to provide you with the following feedback:

## Overview of Request

Summary of the funding request, including the main objectives, budget, and expected outcomes.

## Review Comments

[Insert detailed comments and suggestions for improvement]

## Next Steps

We encourage you to revise the proposal based on the feedback provided and resubmit by [Insert Deadline]. Should you have any questions, feel free to reach out.

Thank you for your submission and your commitment to [cause/mission]. We look forward to your revisions.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]