

# Request for Scholarship Program Funding

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request funding for the [specific scholarship program name] to support [briefly describe the purpose of the scholarship, e.g., educational initiatives, underprivileged students, etc.].

[Explain your qualifications, experience, and the impact of the funding on your goals or the community].

We believe that with the support of [Organization/Institution Name], we can make a significant difference in the lives of many individuals and contribute to the [specific community/sector].

Please find attached a detailed proposal outlining our objectives, the budget, and the expected outcomes.

Thank you for considering our request. I look forward to the opportunity to discuss this further.

Sincerely,

[Your Name]

[Your Title/Position]