

Funding Request for [Project Name]

[Your Name]

[Your Title]

[Non-Profit Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request funding for [Project Name], an initiative designed to [brief description of project goal and objectives]. Our organization, [Non-Profit Organization Name], has been dedicated to [mission or purpose of the organization] since [year].

The project will [explain what the project entails, including its benefits and target audience, and how it aligns with the funding organization's goals]. We are seeking a grant of [specific amount] to help cover costs related to [list specific expenses, e.g., materials, staffing, outreach].

Attached to this letter, you will find our project proposal, including a detailed budget and timeline. We believe this project can make a significant impact, and with your support, we can reach our target of [specific goal or outcome].

We would be grateful for the opportunity to discuss this project in further detail and explore potential partnership opportunities. Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Non-Profit Organization Name]