

Funding Request for Community Project

Date: [Insert Date]

[Your Name]

[Your Position]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Funding Organization Name]

[Funding Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Charity Name]. We are dedicated to [briefly describe the mission of your charity]. We are writing to request funding for a community project that aims to [briefly describe the project and its goals].

The project, titled [Project Name], is designed to [explain the purpose and the target community]. We believe that with your support, we can make a significant impact by [describe the potential benefits of the project].

We are seeking a funding amount of [specify amount] to help us cover [list key expenses]. The total budget for the project is [total budget], and we have secured [mention other funding sources or in-kind contributions] to help make this initiative possible.

We would be grateful for any support you can provide and hope to collaborate with [Funding Organization Name] in making this project a success. We are available at your convenience for a meeting to discuss this proposal further.

Thank you for considering our request. We look forward to the possibility of working together to support our community.

Sincerely,

[Your Name]

[Your Position]

[Charity Name]