

Request for Funding Support

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Charitable Foundation Name]

[Foundation Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you on behalf of [Your Organization] to request funding support from [Charitable Foundation Name] for our upcoming project, [Project Name]. Our organization is dedicated to [briefly describe your organization's mission and goals].

[Provide a brief overview of the project, including its purpose, target audience, and expected outcomes. Mention how it aligns with the charitable foundation's mission.]

The total budget for this project is [total budget amount], and we are seeking a contribution of [specific amount requested] from [Charitable Foundation Name]. This support will significantly aid us in [explain how the funds will be utilized].

We believe that our objectives align closely with the philanthropic goals of [Charitable Foundation Name], and we would be grateful for your consideration of our request. We would appreciate the opportunity to discuss this further at your convenience.

Thank you for considering our request. We look forward to the possibility of partnering with you to make a positive impact in our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]