

Request for Funding

[Your Name]

[Your Title]

[Your Organization]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Philanthropic Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to request funding for [Project Name], an initiative aimed at [brief description of project goals and significance]. Our organization, [Your Organization's Name], has been dedicated to [your mission or purpose] for [number of years].

Through [Project Name], we aim to [specific objectives and expected outcomes]. We believe that with your support, we can achieve significant impact in [target community or sector].

The total budget for this project is [total budget amount], and we are seeking [specific amount requested] in funding from [Philanthropic Organization's Name]. Enclosed with this letter, you will find a detailed project proposal and budget breakdown.

We would be grateful for the opportunity to discuss this proposal further and explore how we can collaborate to make a meaningful difference. Thank you for considering our request. We look forward to the possibility of working together.

Yours sincerely,

[Your Name]

[Your Title]

[Your Organization]

Enclosure: Project Proposal