

# [Your Organization's Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

## [Foundation's Name]

[Foundation's Address]

[City, State, Zip Code]

**Dear [Foundation's Contact Name],**

I am writing to you on behalf of [Your Organization's Name], a non-profit organization focused on promoting health and wellness in our community. We are seeking funding to support our upcoming project, [Project Name], which aims to [briefly describe the main goal of the project, e.g., provide free health screenings, wellness education, etc.].

Our project will [provide more details about the project, such as its objectives, target population, and expected outcomes]. With your support, we aim to [describe the impact of your project on the community]. We believe that together we can make a significant difference in the lives of individuals and families in our area.

We are requesting a grant of [amount] to cover [briefly outline what funds will be used for, e.g., materials, staffing, outreach]. A detailed budget and project plan are attached for your review.

Thank you for considering our request. We admire the work your foundation does in supporting health initiatives and would be honored to partner with you in this important endeavor. We would be happy to discuss this project further and answer any questions you may have.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

Attachment: Project Budget and Plan