

# Request for Government Funding

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Government Department or Agency Name]

[Department Address]

[City, State, Zip Code]

## **Subject: Funding Request for Community Development Project**

Dear [Recipient Name],

I am writing to formally request government funding to support our community development project, [Project Name]. This initiative aims to [briefly describe the purpose of the project and its importance to the community].

With the ongoing challenges faced by our community, including [mention specific issues like lack of resources, economic hardship, etc.], the implementation of this project will significantly [explain anticipated benefits and outcomes].

We are seeking a funding amount of [insert amount] to cover [list specific expenses or project components]. We believe that the support from [Government Department/Agency Name] will be instrumental in ensuring the project's success and sustainability.

Attached to this letter are additional details regarding the project, including a project proposal, budget breakdown, and letters of support from community stakeholders.

Thank you for considering our request. We would welcome the opportunity to discuss this project further and explore ways in which we can collaborate for the betterment of our community. Please feel free to contact me at [your phone number] or [your email] to arrange a meeting.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]