

# Funding Request Letter

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

## **Subject: Request for Funding for Infrastructure Improvement**

Dear [Recipient Name],

We are writing to formally request funding for critical infrastructure improvements in [Community/Area Name]. As you are aware, our current infrastructure is in dire need of enhancement to ensure the safety and well-being of our residents and to promote economic growth.

Our proposal outlines the following key areas requiring immediate attention:

- Roadway repairs and upgrades
- Improvement of public transportation systems
- Enhancement of water supply and drainage systems
- Upgrades to community facilities

We estimate the total funding required for this project to be approximately [Total Amount]. This investment will not only improve our infrastructure but will also create jobs and stimulate local economic activity.

We appreciate your consideration of our request and believe that with your support, we can make significant strides towards improving [Community/Area Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]