

# Funding Request Letter

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Donor's Name]  
[Donor's Title]  
[Donor's Organization]  
[Donor's Organization Address]  
[City, State, Zip Code]

Dear [Donor's Name],

As the [Your Title] of [Your Organization], I am writing to express our gratitude for your ongoing support of our mission to [briefly state your mission or cause]. We have made significant strides in [describe achievements related to your mission], and we are determined to continue this important work.

We are reaching out to seek your support for our upcoming initiative, [Name of Initiative], which aims to [describe the purpose and impact of the initiative]. We believe that with your help, we can [explain the expected outcome and benefit to the community or target audience].

We are requesting a funding contribution of [specific amount] which will be allocated towards [briefly outline how the funds will be used]. Attached you will find a detailed budget and information about the project for your consideration.

We would be delighted to discuss this opportunity further and explore how we can work together to make a meaningful impact. Thank you for considering our request. We appreciate your generosity and commitment to [mention the cause/field].

Warm regards,  
[Your Name]  
[Your Title]  
[Your Organization]

Enclosure: [list any enclosed documents]