

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request rapid funding support for [brief description of the project or initiative]. Given the urgency of [explain the situation or need], we believe that this funding is critical for [explain the intended impact].

Our organization, [Your Organization's Name], has been working on [brief overview of your organization's mission and past work]. With your support, we aim to [outcome you wish to achieve with the funding].

We are seeking [specific amount] to [explain what the funding will be used for]. Attached are [list any attached documents, such as a budget, proposal, etc.], which provide further details about our request.

We would greatly appreciate the opportunity to discuss this request further and explore potential ways we can collaborate. Thank you for considering our urgent funding request. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]