

Funding Request for Capital Project

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request funding for our upcoming capital project, [Project Name], which aims to [briefly describe the project and its objectives].

We estimate the total cost of the project to be [total cost], and we are seeking a contribution of [amount requested] to help us achieve our goals. This funding will be utilized for [specific uses of funds].

[Provide additional details about the project, its importance, and how it aligns with the recipient's interests or funding priorities.]

We believe that this project will [expected impact and benefits]. We would be grateful for the opportunity to discuss this further and explore potential collaboration.

Thank you for considering our request. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]