

# Funding Request for Undergraduate Research Project

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Title]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request funding for my undergraduate research project titled "[Project Title]." As a [Your Year: e.g., sophomore] at [Your University], I am eager to explore [briefly explain the research area or question]. This project aims to [state the purpose and significance of the research].

To successfully carry out this research, I am seeking a total of [amount of funding] to cover [break down the budget, e.g., materials, supplies, travel expenses, etc.]. This funding will directly contribute to my investigation by [explain how the funding will be used].

I believe this research will significantly advance [explain the potential impact of your research]. I am enthusiastic about the opportunity to [mention any collaboration or mentorship, if applicable].

Please find attached a detailed budget and a brief outline of my project. I appreciate your consideration of my funding request and look forward to the possibility of discussing this further. Thank you for your time and support.

Sincerely,  
[Your Name]  
[Your Program/Department]