

Research Finance Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request funding for my research project titled "[Project Title]." This project aims to [briefly describe the objectives and significance of the research].

To successfully carry out this research, I am seeking a total of [amount needed] to cover [briefly outline what the funds will be used for, e.g., materials, participant compensation, travel, etc.].

Attached to this letter, you will find a detailed budget and a brief overview of the project, including the timeline and expected outcomes. I believe that this research has the potential to [explain potential impact or contributions of the research].

I appreciate your consideration of my request and hope to discuss this further. Thank you for your time and support.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]