

# Funding Request for University-Led Study

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Department]  
[University Name]  
[University Address]  
[City, State, Zip Code]

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

Dear [Recipient Name],

I am writing to request funding for a research project that aims to [briefly describe the purpose of the study]. This study, led by [Your University], seeks to [explain the significance and potential impact of the study].

The total budget for the project is [insert total amount], and we are seeking [insert specific amount] to cover [outline what the funds will be used for]. We believe that this funding will significantly contribute to [describe the expected outcomes].

If you require further information or wish to discuss the proposal in more detail, please do not hesitate to contact me at [your email] or [your phone number]. Thank you for considering our request. We look forward to the possibility of collaborating with [Funding Organization Name].

Sincerely,

[Your Name]  
[Your Title]  
[Your Department]  
[University Name]