

Funding Request Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to request funding for our Hardware Recycling Program, designed to responsibly process and recycle outdated and unused electronic equipment. As you may be aware, electronic waste poses significant environmental challenges, and our program aims to mitigate this by promoting sustainable practices.

With your support, we can expand the reach of our initiative, providing essential resources and educational workshops to our community about the importance of proper e-waste disposal. The funding will be utilized for the collection, transportation, and processing of electronic devices to ensure they are recycled safely and efficiently.

We are seeking a total of [Insert Amount] to cover the program's operational costs for the upcoming fiscal year. A detailed budget outline is attached for your review.

We believe that together we can make a significant impact towards reducing electronic waste in our community and setting a precedent for sustainable practices. We would be grateful for your consideration of our request and would be happy to discuss this initiative further at your convenience.

Thank you for considering our proposal. We look forward to the possibility of working together to promote a greener future.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]