

Cooperative Funding Request Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. We are writing to request cooperative funding to assist with the startup costs of [briefly describe your project or initiative]. Our organization, [Your Organization Name], is dedicated to [briefly describe mission or goals].

The initial costs associated with [describe specific needs, e.g., equipment, marketing, staffing] are estimated to be [total amount]. We believe that with your support, we can successfully launch our initiative and make a significant impact on [describe target audience or community].

We are seeking [amount of funding requested] to cover these startup costs. In return, we are committed to [describe any benefits to the recipient organization, such as shared outcomes, visibility, collaboration opportunities].

Please find attached detailed budget information and project plan for your review. We would be grateful for the opportunity to discuss this funding request in more detail. Thank you for considering our proposal. We look forward to your positive response.

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization Name]