

Funding Request Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Non-Profit Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Donor's Name]

[Donor's Title]

[Donor's Organization Name]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

We are reaching out to request your support for [briefly describe your project or program] at [Non-Profit Organization Name]. Our mission is to [insert mission statement], and we believe that your partnership can help us achieve our goals.

In [year], we [describe past successes or events that demonstrate your impact]. With your contribution, we aim to [describe intended outcomes of the proposed funding].

We are seeking [specific amount] to [explain how the funding will be used]. Your support will enable us to [elaborate on the benefits of the project and its impact on the community].

We would be grateful for the opportunity to discuss this request further and explore how we can work together to make a lasting impact. Please feel free to contact me at [phone number] or [email address].

Thank you for considering our request. We look forward to the possibility of partnering with you to [reiterate the goal or mission].

Sincerely,

[Your Name]

[Your Title]

[Non-Profit Organization Name]