

# Funding Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

## **Subject: Funding Request for [Project/Need]**

Dear [Recipient Name],

I am writing to request financial support for [briefly describe the project or need], which is aimed at [state the purpose and the impact of the project]. Our mission is to [explain your mission or the goal of the project].

The total cost of the project is estimated at [provide cost], and I am seeking [specific amount] to help fulfill this goal. This funding will be allocated towards [breakdown of how funds will be used].

We believe that with your support, we can [describe the expected outcome or impact of the project]. In return for your generous support, we will [include potential recognition, outcomes, or reporting that will be provided to the funder].

Thank you for considering this request. I am looking forward to the opportunity to discuss this further and hope to partner with you in making [project goals] a reality.

Warm regards,

[Your Name]

[Your Title/Organization]