

# Request for Funding Support

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to request funding support for our youth program, [Program Name], aimed at [briefly describe the purpose of the program]. As we strive to make a positive impact in our community, we have identified a growing need for programs that [explain the need and target population].

Our program will [provide a brief overview of the program activities and objectives]. With your support, we can deliver meaningful experiences to our youth and help them develop crucial skills for their future.

We estimate that the total cost of the program will be [insert amount], and we are seeking funding of [insert amount]. Your contribution would greatly assist us in achieving our goals and creating lasting change.

We would be honored to partner with [Recipient Organization] in this endeavor. I would be happy to discuss this proposal further at your convenience. Thank you for considering our request.

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