

Request for Leadership Excellence Grant

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request funding from the Leadership Excellence Grant to support [briefly explain your project or initiative]. This project aims to [state the goal of the project and its significance].

Your support will enable us to [explain how the funding will make a difference]. We believe that with this grant, we can [mention the expected outcomes and benefits].

Attached to this letter are further details about our initiative, including a budget outline and projected timeline. I would be grateful for the opportunity to discuss this proposal further and explore ways we can effectively collaborate.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]