

# Letter of Request for Mentorship Program Funding

Date: [Insert Date]

[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 for our Mentorship Program, which is aimed at [brief description of the program's goals and objectives]. Our program has been designed to [explain how the program operates and its benefits to participants].

In the past year, we have successfully paired [number of mentees] mentees with [number of mentors] mentors, resulting in [describe any measurable outcomes or success stories]. However, to continue this vital work and expand our reach, we require additional financial support.

The estimated budget for the upcoming year is [insert budget amount], which will cover [briefly outline what the funds will be used for, such as training materials, events, or mentor stipends]. Our team is committed to effectively managing these funds to ensure the greatest impact and success of participants.

Thank you for considering our request. We would be grateful for the opportunity to discuss this further and explore potential funding opportunities.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]