

Request for Funding Assistance

Date: [Insert Date]

To: [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 child welfare program, [Program Name], which aims to support vulnerable children and families in our community.

Our program has been successful in providing [briefly describe services offered, e.g., counseling, educational support, etc.] to [number] children and families since its inception in [Year]. However, due to [mention reason for funding need, e.g., increased demand, reduced funding], we are in urgent need of financial assistance to continue our vital work.

We are seeking a funding amount of [specific amount] to cover [specific costs, e.g., program materials, staff training, outreach activities]. This funding will allow us to enhance our services and reach more children in need.

Enclosed with this letter are [mention any attached documents, e.g., program budget, success stories, etc.] for your review. We would greatly appreciate the opportunity to discuss this request in further detail and explore potential collaboration.

Thank you for considering our request. We hope to partner with you in making a positive impact on the lives of children in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]