

# Appeal for Funding Assistance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I am writing to formally request funding assistance for [briefly describe the purpose of the funding request, e.g., a community project, educational program, etc.]. Our organization, [Your Organization Name], has been dedicated to [state mission or purpose] and we are seeking your support to make [specific project or initiative] a reality.

The funding we seek amounts to [insert amount] which will be allocated for [briefly explain how the funds will be used]. This initiative will [explain the impact of the project and its benefits to the community or target audience].

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Organization Address]

[Your Phone Number]

[Your Email Address]