

# Funding Request

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip]

Dear [Recipient Name],

I am writing to you on behalf of [Your Organization] to formally request funding for [specific project or program]. Our organization is dedicated to [briefly describe your organization's mission or purpose], and we believe that your support will significantly impact our ability to [describe the goals of the project].

The purpose of this funding request is to [briefly outline the specific needs and objectives of the funding]. We aim to [explain how the funds will be used and the anticipated outcomes].

Thank you for considering our request. We appreciate your commitment to supporting [relevant area/cause], and we look forward to the possibility of collaborating with you.

Sincerely,

[Your Name]  
[Your Title]