

Funding Request for After-School Project

Date: [Insert Date]

[Your Name]

[Your Position]

[Your School/Organization]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Funding Organization's Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request funding for our after-school project, [Project Name], aimed at [briefly describe the project's goals]. This program serves [describe the target audience, e.g., local students, underprivileged children, etc.] and is designed to [mention specific benefits and activities involved in the project].

We are seeking a total of [insert amount] to help cover expenses related to [list key expenses, e.g., materials, staff, transportation]. This funding will significantly impact the lives of our participants by [explain the positive outcomes expected from the project].

We believe that with your support, we can make a profound difference in our community. Enclosed, please find a detailed proposal outlining our project plan, budget, and expected outcomes. We are hopeful that you will consider our request and support our initiative.

Thank you for considering our funding request. I look forward to the opportunity to discuss this project further and the potential for collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]