

Funding Request for Internship Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 upcoming internship program, which aims to provide invaluable experiences to students while helping them develop professional skills in [industry or sector].

Our program will take place from [start date] to [end date], and we aim to host [number of interns] interns. The total funding required is [amount], which will cover [briefly outline how the funds will be used, e.g., stipends, training materials, etc.].

We believe this program will significantly benefit both the interns and [organization name or community], and we would be grateful for any support you could provide.

Thank you for considering our request. I look forward to discussing this opportunity further.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]