

Funding Request Letter

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you on behalf of [Your Organization] to request funding support for [specific project/initiative] that aims to [briefly describe the purpose and goals].

As you may know, [provide a brief background about your organization and its mission]. We believe that our project aligns with your organization's commitment to [mention relevant alignment with the recipient's goals or mission].

The total budget for this initiative is [insert budget amount]. We are seeking a contribution of [insert requested amount] to help us achieve our objectives, which include [list specific objectives or outcomes of the project].

We appreciate your consideration of our request and hope to partner with you in making a significant difference in our community. I would be happy to provide any additional information you may need or to discuss this further at your convenience.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]