

Funding Request for Extracurricular Activities

Date: [Insert Date]

[Your Name]
[Your Position]
[School/Organization Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Organization/Fund Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request funding for our extracurricular activities program at [School/Organization Name]. Our program aims to provide students with opportunities to engage in various activities that enhance learning, personal growth, and community involvement.

This year, we are planning to expand our offerings to include [list activities, e.g., sports, art, music, etc.]. We believe that these activities will not only enrich our students' educational experience but also foster teamwork and leadership skills.

To successfully execute our plans, we are seeking funding in the amount of [insert amount]. This funding will be used for [briefly describe how the funds will be allocated, e.g., supplies, transportation, coaching fees, etc.].

Your support would make a significant difference in our efforts to provide valuable experiences for our students. We would be grateful for any assistance you can offer.

Thank you for considering our request. I look forward to the opportunity to discuss this matter further.

Sincerely,

[Your Name]
[Your Position]
[School/Organization Name]