

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Funding Request for Travel-Related Charitable Initiatives

Dear [Recipient's Name],

We hope this letter finds you in great spirits. We are writing to seek your support for [Your Organization's Name], a dedicated non-profit organization committed to [briefly state your organization's mission]. Our current initiative revolves around [describe the travel-related charitable project], which aims to [explain the goals and impact of the project].

As part of this initiative, we plan to [provide details about the travel, locations, people involved, and specific activities]. However, to turn our vision into reality, we require funding support totaling [specify the amount needed]. The funds will be used for [list out specific expenses like transportation, accommodation, meals, etc.].

We believe that with your contribution, we can [describe the positive outcomes and difference this project will make]. We would be honored to recognize your support through [mention any potential promotion or recognition opportunities].

Thank you for considering our funding request. We are looking forward to the possibility of partnering with you to create meaningful change in our community through this travel initiative. Please feel free to reach out to us at [your phone number] or [your email] to discuss this further.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]