

Grant Proposal for Annual Fund Financial Assistance

[Your Name]
[Your Title/Position]
[Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

[Recipient's Name]
[Recipient's Title]
[Funding Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request financial assistance for our annual fund at [Organization Name], a non-profit organization dedicated to [briefly describe your mission and objectives]. This year, we aim to [describe your goals and how they align with the funder's priorities].

With the support of your esteemed organization, we anticipate making significant strides toward [mention specific outcomes or projects supported by the funding]. Our projected budget for this project is [insert amount], and we are seeking [insert amount or percentage] from [Funding Organization Name].

We believe that a partnership with [Funding Organization Name] would not only help us achieve our goals but also create [mention potential benefits to the funder, community, or specific groups]. Your support would be instrumental in enabling us to [specific activities or initiatives].

Enclosed with this letter, you will find our detailed proposal, including budgets and supporting documents. We would greatly appreciate the opportunity to discuss this proposal further and explore how we can work together to [state common interest or benefit].

Thank you for considering our request. We look forward to the opportunity to collaborate and make a difference in our community together.

Sincerely,
[Your Name]
[Your Title/Position]
[Organization Name]