

Board Funding Request

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request funding from the board for [specific purpose or project]. Our organization has been working diligently on [briefly describe the project or initiative], and we believe it aligns closely with our mission and the board's objectives.

We are seeking a total of [\$ amount] to [explain what the funds will be used for]. This funding will enable us to [describe the impact of the funding on the project and the community].

Attached to this letter are the detailed project proposal and budget for your review. We are confident that this project will yield significant results and contribute greatly to [mention expected outcomes].

Thank you for considering our request. I am looking forward to discussing this proposal further and am happy to provide any additional information you may need.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]