

# Hope Community Foundation

456 Unity Avenue, Springfield, USA 12345

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June 18, 2024

Ms. Ellen Grant  
Program Officer  
Bright Future Grantmakers  
789 Opportunity Drive  
Capital City, USA 54321

## **Subject: Funding Request for After-School Empowerment Project**

Dear Ms. Grant,

On behalf of Hope Community Foundation, I am writing to respectfully request funding support from Bright Future Grantmakers for our **After-School Empowerment Project**, which aims to provide academic mentoring and extracurricular enrichment opportunities to over 300 underserved children in Springfield.

Our program offers a safe, nurturing environment, focusing on literacy improvement, STEM activities, and personal development. The demand in our community has grown significantly, and with your generous support of **\$25,000**, we can expand our impact and reach even more students this upcoming school year.

Enclosed with this letter are our detailed program proposal and organizational budget. We welcome any questions, and would be delighted to host you for a visit to witness the transformative work taking place.

Thank you for considering our request and for your ongoing support of children's education and empowerment.

Sincerely,

Maria Lopez  
Executive Director  
Hope Community Foundation

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### **Important Notes:**

- Customize each letter for the specific funder and align with their priorities.
- Briefly state your organization's mission and the specific funding purpose.
- Clearly mention the requested amount and intended outcomes.
- Attach supporting documents as required (proposal, budget, etc.).
- Keep tone professional and appreciative.