

# Letter of Intent: Request for Educational Program Funding

[Date]

[Funder's Name]

[Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Funder's Name],

On behalf of [Your Organization/School Name], I am writing to submit this letter of intent regarding a request for funding support for our educational program, **[Program Name]**. Our program aims to [brief objective/goal of the program, e.g., improve STEM education access for underserved students in the local community].

[Your Organization/School Name] has a history of [describe relevant background and organizational mission]. The [Program Name] seeks to address [specific educational need or gap] by providing [short program description, e.g., hands-on workshops, educational resources, teacher training, etc.].

We are requesting an amount of [Amount Requested] to support the following key activities:

- [Activity 1, e.g., purchase of STEM educational materials]
- [Activity 2, e.g., training workshops for educators]
- [Activity 3, e.g., after-school tutoring sessions]

We believe that this collaboration aligns strongly with [Funder's Organization Name]'s commitment to [reference funder priorities/values]. We would be grateful for the opportunity to submit a full proposal and share further details.

Thank you for considering our request. Please let us know if you require any additional information at this stage. We look forward to the possibility of working together to enhance educational opportunities in our community.

Sincerely,

[Your Name]

[Title/Position]

[Your Organization Name]

[Contact Information]

## Important Notes

- Clearly state the intent and purpose of your request at the beginning.
- Keep the letter concise—generally one page in length.
- Highlight your organization's alignment with the funder's mission.
- Provide specific information about the program and funding needs.
- Include contact information and sign the document appropriately.

- Proofread to ensure professionalism.