

**Date:** June 18, 2024

**To:**

[Recipient Name]  
[Title/Position]  
[Organization Name]  
[Address Line 1]  
[Address Line 2]

## **Subject: Community Development Funding Request**

Dear [Recipient Name],

I am writing on behalf of [Your Organization/Community Group Name] to respectfully request funding support for our upcoming community development initiative, [Project Name/Description]. Our objective is to address [briefly describe the community need or problem], and we believe this project will significantly benefit the residents of [Community/Area Name].

[Your Organization/Group] has a strong record of serving the community through various programs focused on [mention main areas, e.g., education, healthcare, youth empowerment]. With the proposed project, we aim to [describe expected outcomes or goals in one or two lines].

### **Funding Request Details**

We are requesting a total amount of [amount, e.g., \$10,000] to cover the following key expenses:

- [Expense Category 1] â€“ [Brief Description]
- [Expense Category 2] â€“ [Brief Description]
- [Expense Category 3] â€“ [Brief Description]

Attached to this letter you will find our detailed project proposal and budget plan. We welcome the opportunity to discuss this request further and provide any additional information you require.

Thank you for considering our request. Your support will make a real difference in the lives of those in our community.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization/Community Group Name]  
[Contact Information]

### **Important Notes**

- Clearly state the purpose and community impact of the funding request.
- Include detailed budget estimates and breakdown of expenses.
- Attach supporting documents such as project proposals or organizational profiles.
- Customize content with actual names, numbers, and project details.
- Keep the tone formal, concise, and appreciative.

