

June 21, 2024

Mr. John Smith  
Director, Funding & Grants  
ABC Foundation  
123 Corporate Avenue  
Cityville, ST 12345

Dear Mr. Smith,

**Subject: Request for Funding Support for Community Youth Program**

I am writing to respectfully request funding support from ABC Foundation for our Community Youth Empowerment Program, organized by Future Leaders Organization. Our initiative aims to provide mentorship, educational workshops, and necessary resources to over 500 underprivileged youths in Cityville.

The total cost of implementing the program is estimated at \$50,000. We are seeking \$20,000 in funding to cover expenses for educational materials, facilitator fees, and outreach activities. The support from ABC Foundation will directly empower local youths, encouraging positive development and community engagement.

We would appreciate the opportunity to discuss this program further with your team at your earliest convenience. Please find the detailed proposal and budget attached with this letter. We hope that the Foundation will consider our request favorably.

Thank you for your time and support.

Sincerely,

Jane Doe  
Program Manager  
Future Leaders Organization  
janedoe@email.com  
(123) 456-7890

**Important Notes:**

- Clearly state the purpose and amount requested.
- Address the letter to a specific person if possible.
- Include supporting documents (e.g., project proposal, budget breakdown).
- Maintain a formal and professional tone throughout.
- Highlight the benefits and impact of the funding.