

John Smith
Director, Community Development Association
456 Maple Avenue
Springfield, State ZIP

June 18, 2024

The Honorable Sarah Johnson
Department of Economic Development
789 State Office Blvd
Capital City, State ZIP

Subject: Request for Government Funding for Community Center Renovation

Dear Ms. Johnson,

I am writing on behalf of the Community Development Association to respectfully request government funding to support the renovation of the Springfield Community Center located at 123 Main Street. This center is vital to our community, offering resources and hosting programs that benefit children, families, and senior citizens.

The facility requires essential upgrades to ensure safety and accessibility for all visitors, including improvements to the electrical system, repair of the roofing, and updates to accommodate individuals with disabilities. We have secured partial funding through local donations, but there remains a significant shortfall.

We kindly request your consideration for funding support in the amount of \$100,000 to help us complete this important project. With your assistance, we will continue to provide essential services that contribute to the well-being and vibrancy of our community.

Thank you for your time and consideration. I would be happy to provide additional information or arrange a meeting to discuss this request further.

Sincerely,

John Smith
Director, Community Development Association
(555) 123-4567
john.smith@cda.org

Important Notes:

- Ensure all contact information and addresses are accurate.
- Be clear and specific about the funding amount requested and its intended use.
- Mention any existing support or funding already secured.
- Maintain a formal and respectful tone throughout the letter.
- Attach supporting documents or budgets where appropriate.

