

[Your NGO Name]

[Office Address]

[City, State, Zip Code]

Phone: [Phone Number] | Email: [Email Address]

Date: [DD/MM/YYYY]

To,

[Name of the Recipient/Organization]

[Recipient's Designation]

[Recipient's Organization Name]

[Recipient's Address]

## Subject: Request for Funding Support for [Project/Initiative Name]

Dear [Recipient Name],

We, at [NGO Name], are dedicated to [briefly state the mission/objective of your NGO]. Through our recent efforts, we have [mention a recent achievement or ongoing activity]. However, to further our impact and continue serving the community with our new project, **[Project/Initiative Name]**, we seek your valuable support.

### About the Project:

[Provide a concise description of the project, its objectives, target beneficiaries, and the expected outcomes.]

### Funding Requirement:

We are seeking financial assistance of [specify the amount or "support as per your capacity"] to successfully implement this initiative. The funds will be utilized for [briefly mention the key components] such as materials, operations, outreach, etc.].

We would furnish all necessary documentation and provide regular updates about the progress of the project. Your contribution will make a significant difference and help us move closer to our vision.

We sincerely hope for your positive response and look forward to partnering for this noble cause. Please let us know if you require further information.

Sincerely,

[Your Name]

[Your Designation]

[NGO Name]

### Important Notes:

- Clearly specify the purpose of the funding and provide concise details about the project.
- Customize the letter for the recipient and address them appropriately.
- Attach supporting documents (e.g., proposals, budget plan) when sending the actual request.
- Maintain a formal and respectful tone throughout the letter.
- Proofread for accuracy and completeness before submission.

