

School/College Funding Request Letter

[Sender's Information]

[Your Name]
[Your Position/Title]
[Department, School or College Name]
[Address Line 1]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Information]

[Recipient Name]
[Recipient Position/Title]
[Organization/Committee Name]
[Address Line 1]
[City, State, ZIP Code]

Subject:

Request for Funding Support for [Project/Program/Event Name]

Dear [Recipient Name],

I am writing to formally request financial support for [briefly describe the purpose, e.g., a special project, departmental need, student activity, facility improvement, equipment purchase, etc.] for [School/College Name]. This funding will enable us to [state objectives or intended outcomes].

Justification: [Provide clear background, the significance of the request and its impact. Add any relevant statistics or data.]

Funding Details: The total amount required is [Amount in USD]. This will cover [list main expenditure items or budget overview].

Timeline: [State when the funds are required and any key deadlines.]

We kindly request your support for this initiative. Your assistance will directly contribute to [state the overall benefit to the students/school/college/community].

Thank you for considering our request. Please feel free to contact me for any further information or with any questions regarding this funding application.

Sincerely,

[Your Name]
[Your Position/Title]
[School/College Name]

Important Notes:

- Tailor the letter to the specific funder or committee being addressed.
- Provide a clear and concise justification for the need for funding.
- Attach relevant supporting documents (budgets, program outlines) if necessary.
- Maintain a formal and respectful tone throughout.
- Double-check contact details and ensure accuracy of financial information.

