

# 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.

