

[Your Name]
[Your Title/Position]
[Your Organization]
[Organization Address Line 1]
[Organization Address Line 2]
[City, State ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization/Office]
[Recipient's Address Line 1]
[Recipient's Address Line 2]
[City, State ZIP Code]

Re: Community Project Funding Request

Dear [Recipient's Name],

I am writing on behalf of [Your Organization] to request funding support for our proposed community project, **[Project Title]**. Our project aims to [briefly state project purpose and its intended impact].

Project Overview:

[Describe the project in one or two concise paragraphs. Specify the problem it addresses, the target community, goals, and expected outcomes.]

Funding Amount Requested: [Specify the amount and brief justification for the amount requested.]

Project Budget:

[Outline key budget items, total expenses, and sources of other funding/support if any.]

Project Timeline:

[Summarize the projected timeline and key milestones.]

Community Impact:

[Explain how the project will benefit the community, including measurable outcomes where possible.]

We respectfully request your consideration and support for this important initiative. Please let us know if additional information is needed. Thank you for your leadership and commitment to supporting community initiatives.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]

Important Notes:

- Tailor the letter to the specific project and recipient; use clear and concise language.
- Include concrete data and measurable impacts where possible to strengthen your case.
- Ensure all organization and contact details are accurate and up-to-date.
- Follow any specific guidelines or formats required by the funding entity.
- Attach supporting documents (e.g. project plan, budget) if required.