

Jane Doe
Project Manager, GreenTech Initiative
1234 Oak Avenue
Springfield, XX 12345
Email: janedoe@greentech.org
Phone: (555) 123-4567

March 18, 2024

Mr. John Smith
Director, Funding Programs
Future Foundations Trust
789 Main Street
Metropolis, XX 67890

Subject: Formal Application for Project Funding – Green Community Parks Initiative

Dear Mr. Smith,

I am writing to formally apply for project funding under the Future Foundations Trust grant program. On behalf of GreenTech Initiative, I am seeking financial support for our new project, the Green Community Parks Initiative, aimed at developing sustainable green spaces in underserved urban neighborhoods.

The objective of this project is to transform vacant lots into accessible, eco-friendly community parks, providing environmental benefits and enhancing the quality of life for local residents. We have outlined a detailed plan, including timelines, projected expenses, and measurable outcomes, as attached.

We kindly request funding in the amount of \$50,000 to support the first phase of this important work. This will cover landscaping materials, community outreach, and environmental education workshops. We believe that with your support, we can create a model for sustainable urban renewal.

Thank you for considering our application. We look forward to the opportunity to collaborate with Future Foundations Trust to make a positive, lasting impact in our community.

Sincerely,

Jane Doe

Project Manager
GreenTech Initiative

- Clearly state the purpose and amount of funding requested.
- Include all necessary contact information and relevant attachments.
- Highlight the project's impact, goals, and expected outcomes.
- Use formal language and professional formatting throughout the letter.
- Proofread carefully before submission and follow any specific funder guidelines.

