

**Department of Infrastructure Development**

456 Civic Avenue

Capital City, Country 12345

Tel: (123) 456-7890

Email: infra.department@gov.country

**Date:** June 17, 2024

**To:**

The Director,

National Funding Office

789 Finance Road

Capital City, Country 12345

**Subject: Request for Government Funding for the Community Water Supply Improvement Project**

Dear Sir/Madam,

I am writing on behalf of the Department of Infrastructure Development to formally request financial support for our Community Water Supply Improvement Project, which aims to provide clean and accessible water to rural communities in the Central Region.

The project is designed to address chronic water shortages affecting over 25,000 residents and to enhance public health by installing modern water purification systems in 15 villages. The total estimated cost of the project is \$850,000.

We are seeking government funding in the amount of \$600,000 to support critical aspects such as materials procurement, construction, and training programs for local maintenance teams. The remaining funds will be sourced from regional donor partnerships and community contributions.

Attached to this letter are detailed project proposals, budget breakdowns, and community impact assessments. We are committed to full transparency and regular reporting as per national funding guidelines.

We appreciate your consideration of this request and look forward to collaborating to improve vital infrastructure for our citizens.

Thank you for your attention.

Sincerely,

[Signed]

Ms. Anna Williams

Project Coordinator

Department of Infrastructure Development

**Important Notes:**

- Include specific details and data to support your funding request.
- Attach all relevant supporting documents (budget, project plan, impact study).
- Address the letter to the appropriate authority or funding agency.
- Follow official formatting and use formal language.
- Maintain transparency and offer mechanisms for accountability.