

# NGO Project Funding Request Letter Outline

## Sender Details

[NGO Name]  
[Address]  
[City, Postal Code]  
[Phone Number]  
[Email Address]  
[Website (if any)]

## Date

[Insert Date]

## Recipient Details

[Donor/Organization Name]  
[Recipient's Position/Title]  
[Address]  
[City, Postal Code]

## Salutation

Dear [Recipient Name/Title],

### 1. Introduction

A brief introduction to your NGO, its mission, and key achievements.

Aim: To establish credibility and context.

### 2. Project Overview

Concise description of the project needing funding.

Mention project title, objectives, target beneficiaries, and the geographic location.

### 3. Justification/Need for Project

Explain the issue/problem your project addresses.

Provide relevant data or examples to establish the need.

### 4. Project Activities & Implementation Plan

Summarize planned activities, timeline, and implementation strategy.

Highlight innovative features or proven approaches.

### 5. Expected Outcomes

Briefly outline the intended impact or results.

Include both quantitative and qualitative outcomes if possible.

### 6. Budget Summary

State the total amount of funding requested.

Give a brief overview of how funds will be used (major cost categories).

### 7. Conclusion & Call to Action

Express gratitude for considering the request.

Invite further discussion or proposal submission.  
Provide your contact details again for follow-up.

## **Closing**

Sincerely,

[Your Name]

[Your Position]

[NGO Name]

## **Important Notes**

- Be concise and clear; keep the letter to one or two pages.
- Personalize your letter to address the donor/organization directly.
- Use evidence or data to justify the need for the project.
- Proofread for accuracy, completeness, and professionalism.
- Attach supporting documents if required (project proposal, budget breakdown).