

# 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).