**TEMPLATE OF FUND REQUEST PROJECT**

[Your NGO's Name]

[NGO's Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Donor's Name]

[Donor's Organization]

[Donor's Address]

[City, State, ZIP Code]

**Subject:** Request for Funding - [Project Name]

Dear [Donor's Name],

I hope this letter finds you well. On behalf of [Your NGO's Name], I am writing to request funding support for our upcoming project, [Project Name]. Our organization is dedicated to [brief description of your NGO's mission and work], and this project aligns with our commitment to [specific goals or issues].

**Project Overview:**

[Provide a brief overview of the project, including its objectives, target beneficiaries, and the expected impact. Highlight the relevance of the project to the donor's interests or mission.]

**Budget Breakdown:**

[Present a detailed budget for the project, including estimated costs for each component. This may include personnel, materials, logistics, and any other relevant expenses. Make sure the budget is clear, realistic, and aligned with the project's goals.]

| **Item** | **Estimated Cost (USD)** |
| --- | --- |
| Personnel |  |
| Materials and Supplies |  |
| Logistics and Transportation |  |
| Other Expenses |  |
| Total |  |

**Funding Request:**

We are seeking [Specify the total amount of funding you are requesting] to ensure the successful implementation of [Project Name]. Your support will directly contribute to [highlight specific outcomes or benefits]. We believe that this project will [mention any long-term impact or sustainability].

**Recognition and Reporting:**

In recognition of your generous support, we will [mention any recognition or benefits the donor will receive, such as logo placement, acknowledgment in promotional materials, etc.]. Additionally, we commit to providing regular updates on the project's progress and a detailed report upon completion.

**How to Contribute:**

[Provide instructions on how the donor can contribute, including payment methods, contact information, and any specific instructions.]

Thank you for considering our funding request. Your support will make a significant difference in the lives of those we serve. If you have any questions or require additional information, please do not hesitate to contact us at [Your Contact Information].

We look forward to the possibility of partnering with [Donor's Organization] to make [Project Name] a reality.

Sincerely,

**Signature**

[Your Full Name]

[Your Title]

[Your NGO's Name]

[Your Email Address]

[Your Phone Number]