[use organization letterhead]

123 Aspen Lane
Chatam, WY12345
July 10, 2025

Laurel Branch
Program Officer
The Giving Foundation
689 Avenida Blanca
Torres, NM 67532

RE: [title of your project]

Dear Ms. Branch,

In [community/location], [describe the problem in one sentence]. Currently, [X number] of individuals are affected by [specific issue], leading to [negative impact]. Despite existing efforts, [highlight gap in current solutions].

According to [source], [statistic or key finding]. Additionally, research from [reliable organization] shows that [supporting data]. These figures highlight the growing need for immediate action to address [specific problem].

The primary reasons for this issue include [list key causes, such as lack of resources, systemic barriers, or economic factors]. Without intervention, these challenges will continue to worsen, affecting even more individuals in [target community].

Please allow me to share the story of [name]. [very brief example of someone you have helped or will be helping.]

If no action is taken, [describe potential adverse outcomes], leading to [larger-scale social, economic, or health impact]. This makes it crucial to implement sustainable solutions now.

Our mission at [organization] is to [state mission]. This aligns with [name of foundation]'s commitment to [funder's goal or mission], making this partnership an ideal opportunity to create meaningful change.

Through [program name or initiative], we will provide [services/resources] to [target population]. Our approach includes [key strategies], which have been proven to [impact/outcome].

With the support of [name of foundation], we can take meaningful steps toward solving [problem]. This funding will help us [specific action, e.g., expand services, reach more people, improve resources] and create lasting change for [beneficiaries of the proposed project]. We look forward to the opportunity to work together and make a real impact.

Respectfully,

[signature]