

Letter of Inquiry Template

Date

Name

Title

Organization

Address

City, State, Zip

Dear Name:

The (your organization) respectfully requests \$XX,XXX from the ABC Foundation for (program/project). We believe this project is in alignment with ABC goals in (area of interest).

Our organization, established in 19XX, serves the (geographical) community by providing (list services). Last year, we provided xx people with yyy services. (Briefly describe recent accomplishments).

The project we are requesting funds for will change the lives of our clients by (describe outcomes). (Tell a short story here about someone whose life your organization has changed with this project.)

We have already received support for this project from x, y, and z. Our plans to sustain the project in the future include (describe).

If you have any questions, please contact (your name) at (xxx) xxx-xxxx. We will be glad to submit a full proposal with additional information for your further review.

Sincerely,

(sign)

Your Name

Your Title