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| **GREETING**  *Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,* |

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| **TELL WHO IS MAKING THE REQUEST AND WHY**  **Why you are writing; what you want to inform the reader of**  *"I am writing to request your/the Office of /you organization's support for an important initiative by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As you know, the Fund's/Office's/Organization's mission is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_."* |

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| **GIVE MORE DETAILS ABOUT THE REQUEST AND SHOW HOW IT IS RELATED TO A CONCERN OF THE ADDRESSEE**  *"Our office is aware of your/the Office of/your organization's sincere commitment to supporting/promoting projects/causes/ initiatives that further the aims of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We/ Our office/ organization is currently committed to a project/ cause/ initiative that will advance one of the important aims of your Office/organization. Specifically, our Office/ organization s sponsoring a project to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_."* |

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| **TELL WHY THE PROJECT (FOR WHICH YOU ARE REQUESTING SUPPORT) IS LIKELY TO**  **BE SUCCESSFUL**  *"We/ the Office of/ the organization know(s) how effective the presence of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can be. Therefore, once \_\_\_\_\_\_\_\_\_ are/ is made available, we expect \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to improve /increase. In addition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_."* |

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| **EXPRESS ADMIRATION FOR THE ADDRESSEE, AND EXPLAIN WHY HE/SHE IS**  **UNIQUELY SUITED TO RESPOND TO THIS REQUEST**  *"We/ the office/ organization have/ has long admired \_\_\_\_\_\_\_\_\_\_'s support and promotion of many worthy projects/ initiatives. It is evident how much your support has lifted the level of education and quality of life of so many of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Because of this, we/ our office/organization very much hopes that \_\_\_\_\_ will take the time to explore and consider the request for funding/ supporting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_."* |

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| **SHOW WILLINGNESS TO MAKE FURTHER EFFORTS TO HAVE THE ADDRESSEE’S**  **SUPPORT**  *"We at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ would be very pleased to arrange a meeting with you to discuss the project further and address any questions of comments your office/organization may have."* |

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| **EXPRESS THANKS/MENTION LOOKING FORWARD TO THE ADDRESSEE’S REPLY**  *"Thank you so much. We very much look forward to knowing your reply."* |