(Use your organization’s letterhead with logo and contact info)

Date

Name of person receiving your funding request

Title of person receiving your funding request

Name of organization, foundation or fund development program

Address

City, Province, Postal Code

**SUBJECT: FUNDING REQUEST FOR THE WE LOVE TO GIVE FOUNDATION**

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

The Sunshine House would like to present this funding request to the We Love to Give Foundation for the renovation of its specialized cinema room adapted for children with reduced mobility (if the request is not for a specific project, indicate the reason for your request).

Short paragraph that briefly describes your organization’s mission (what is The Sunshine House).

Short paragraph that describes your specific needs (why you want to renovate the cinema room). Please find enclosed a detailed description of the project (if applicable).

**The Sunshine House is forwarding this funding request to the We Love to Give Foundation hoping to obtain a donation of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_. This donation will allow us to… (emphasize the difference this amount can make and the impact it will have with the support of the We Love to Give Foundation).**

Paragraph that makes a connection between the mission of The Sunshine House and the We Love to Give Foundation. If the foundation lists its funding criteria for funding requests, make sure to address all of these.

We thank you for considering our funding request and hope to receive a favourable answer. I invite you to communicate with us for additional information.

Sincerely,

Name of resource person at your organization

Executive Director

The Sunshine House

Cc : List all documents requested, such as funding proposal, detailed description of the project, last annual report, last financial statements, budget.