[Sender’s Name]

[Sender’s Address]

Date:

[Recipient’s Name]

[Recipient’s Address]

**Subject: Requesting the Funds for the New Project of NGO**

Dear Sir/Madam,

I would like to inform you that our NGO [mention Name of the NGO] has been providing free training to the youth of the state for the last two years. Our main objective is to make sure that the young generation of our country gets self-employed and self-dependent by learning new skills.

Our organization has already helped 500 underprivileged young men and women to earn a sufficient income by learning new skills and then providing services online. From the next month, we will be starting a new project called [mention Name of the Project]. In this project, we will be aiming to train 2000 students in high-tech IT skills.

For this purpose, we will be requiring a fund of [mention Amount of Fund]. Therefore, we request you to kindly grant us this amount so that we can help the youth of this country to excel in learning new skills. Learning these new skills will make them financially stronger as well as it will also strengthen the economy of the country.

I am hopeful that you will consider our request and will help us as soon as possible. You are also welcome to visit our NGO at any suitable time. For any details or queries, feel free to contact us via the given below contact details.

Thanking you in anticipation.

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Contact Details]