**To**

**[The Recipient]  
[Address**

**Re. Solicitation for Financial Aid for the [ORGANIZATION]**

Dear [NAME],

We are pleased to have your assistance and support in many of the previous projects who would not have been able to be accomplished if you would not have signed up for your financial and moral support.

This letter has been drafted to request a financial aid of $ [X] for the [ORGANIZATION]. The organization has put up a project in the education sector. In this project, we are taking the children of [AREA] from [COUNTY/CITY/STATE]. We shall give a test to the children and then select [X] most intelligent brains. Having those brains on board, we are up to starting a research program in which those students shall contribute and participate in the communication internship program as well.

The purpose of this project is to provide employment to the deserved ones and get their genius through research and technical intelligence. For this, we need a grant of $ [X] for the research conduct, salaries, and other prerequisites. This project contemplates taking the old age group into the consideration who will participate in the research program as other employees in the research management team.

Enclosed are all the detailed data and analysis of the project and a brief proposal summary for your convenience. I am looking forward to your kind response at [EMAIL]. In case of any query, please dial [PHONE] to talk to our project manager who is taking care of this project and its counterparts. Thank you for always being a coordinating friend of the [ORGANIZATION].

Regards.

[Your Name]  
[Address]