Your Organisation│ Your Street 123 │ 12345 Your Town

[Insert Address here!]

Your Organisation  
Your Name

Your Street 123  
12345 Your Town  
Your Country

Phone: +12 (0) 1234 567 89 01  
Email: Your Email Address

Web: Your Website

Your Town, 08.03.2024

[Subject line]

Dear *[Mrs. Surname]*,

I am*[your name]*,from the organisation *[name of your organisation].*My organisation has been active in the youth work sector for *[insert the number of years]*years and always puts a lot of energy into its youth projects. Through the projects we create safe spaces for the young people to grow up in, develop their competences, and work on becoming engaged citizens.

We address you to ask for support for *[developing / maintaining]* our project *[name of your project]*. This project aims to *[aim of the project]*. Within the frame of the project, *[specific description for which you want support for within that project].* In order to do that we are in need of *[a room / materials / loan or financial support etc.]* which would be used to *[organising our monthly meetings / building our solar cooker / financing the salary of a project manager etc.]*.

We turn to you for support *[insert the reason why you are asking them specifically, remove paragraph if not relevant]*.

Your support will be very valuable for our project as it will allow us to *[consequences / results of the project]*.

We already warmly thank you for the interest that you take in our work and are looking forward to hearing from you concerning our request. Please feel free to contact us at any time concerning any questions you might have about our project.

Yours sincerely,

*[Your name]  
[Your organisation]*

NGO Youth Work │ Hope Street 56 │ 40275 Stuttgard

Lena Smith  
Mayor of Stuttgard  
Tree Street 23  
40275 Stuttgard,  
Germany

NGO Youth Work  
Jane Doe

Hope Street 56  
40275 Stuttgard  
Germany

Phone: +12 (0) 1234 567 89 01  
Email: janedoe@email.de

Web: sufte.de

Stuttgard, 08.03.2024

NGO Youth Work // Request for support

Dear Mrs. Smith,

EXAMPLE

I am Jane Doe from the organisation NGO Youth Work. My organisation has been active in the youth work sector for more than 20 years and always puts a lot of energy into its projects. Through these projects we create safe spaces for the young people to grow up in, develop their competences, and work on becoming engaged citizens.

We address you to ask for support for our project “Solar Energy for Everybody”. This project aims to encourage young people to explore different ways of using solar energy in their daily lives. Within the frame of the project, we are planning to do a workshop on how to build a solar cooker. In order to do that we are in need of funding which would be used purchase the required materials and hire a professional trainer who possess the necessary skills to run a workshop on the topic.

Your support will be very valuable for our project as it will allow us to spread the knowledge about low-tech renewable energy among the young people of Stuttgard.

We already warmly thank you for the interest that you take in our work and are looking forward to hearing from you concerning our request. Please feel free to contact us at any time concerning any questions you might have about our project.

Yours sincerely,

Jane Doe

NGO Youth Work