Dear [Funder Name],

I am writing on behalf of [NAME OF YOUR CBO], a community-based organization serving [COMMUNITY SERVED] in [GEOGRAPHIC LOCATION] since [FOUNDING YEAR].

We are reaching out because our mission to [MISSION STATEMENT] aligns strongly with your focus on [RELEVANT FUNDER PRIORITY AREAS].

In our community, [SPECIFIC CHALLENGE OR PROBLEM] is affecting [POPULATION]. This issue results in [EFFECTS OF CHALLENGE OR PROBLEM].

[KEY STATISTICS DEMONSTRATING THE NEED]

[CBO] is addressing this need through [PROGRAM/INITIATIVE NAME AND APPROACH].

What makes our approach effective is [UNIQUE OR EVIDENCE-BASED ASPECTS OF APPROACH].

Our efforts have been successful in: [KEY ACHIEVEMENTS / METRICS].

[LINKS TO ANY REPORTS OR STORIES ABOUT THE PROGRAM/INITIATIVE].

We are seeking [AMOUNT] to [SPECIFIC USE OF FUNDS], which will allow us to [SPECIFIC OUTCOMES EXPECTED] over the next [TIMEFRAME].

We would appreciate the opportunity to discuss this further and explore how we might partner to [SHARED GOALS / PRIORITIES / VALUES].

Thank you for considering our request. We look forward to hearing from you.

Sincerely,

[NAME]

[TITLE]

[CBO]

[CONTACT INFO]