

Sample Letter of Inquiry

[Date]

[Name]
[Title]
[Foundation Name]
[Address]
[City, State, Zip]

Dear Mr./Ms. _____,

We are writing on behalf of (Your Playspace Planning Organization's Name), a (Brief Overview of Organization).

We would like to formally request the support of the (Name of Foundation) and would appreciate receiving a copy of your guidelines. We believe that the mission of (Playspace Organization's Name) meets the funding priorities of the (Name of Foundation), specifically in the area of (List the Areas That Apply).

We have enclosed a brief description of our programs, as well as recent press and a list of our Advisory Board members. If you have any questions, feel free to contact me at (Phone Number). We look forward to hearing from you.

Sincerely,

(Contact person)
(Title)

(Director/President of Organization)
(Title)