

## **SAMPLE LETTER REQUESTING FUND**

From,  
Edward Nieves  
928-3313 Vel Av.  
Idaho Falls Rhode Island 37232  
(802) 668-8240

11-12-2011

To,  
Imani Talley  
P.O. Box 262 4978 Sit St.  
Yigo Massachusetts 50654  
(477) 768-9247

Subject: (\_\_\_\_\_)

Dear Imani Talley,

I am a 2nd-year Mathematics student at the prestigious Xyz institution. I am also an active member of different societies involved in various activities like postings in the past semesters along with my studies with a GPA of 3.9. Ma'am, I am selected by the National Mathematics Bureau to attend its yearly 7-days Conference in Boston this winter. For which, the registration is required with a fee of \$300. Therefore, I am writing with a request to you if you can help me in granting \$300 so that I could attend the Conference. I am sure this Conference will help me in my studies and career in the future. Ma'am, the last date of registration is the end of November 2019. I hope to hear from you. I will be grateful for your appreciation and kindness.

Thanking you,

Sincerely,  
Edward Nieves



# Sample Of Fund Request Letters

**Sandra E. Lamb**



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**Department of the Army Pamphlet 27-162: Legal Services, Claims Procedures ,**

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Federal Register ,2013-06

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