

SAMPLE BUDGET REQUEST LETTER

Senator Jabari Brisport
365 Stockton Street, 2nd Floor
Brooklyn, NY 11206

xxday, December xx, 20xx

Dear Senator Brisport,

I am writing to submit a discretionary and/or direct and/or capital funding request of \$XX,XXX in support of [my non-profit/agency].

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- Share anything you want us to know about your organization
 - If you've met with the Senator or a member of our team before, about this request or any other matter, **please let us know**
- **Reiterate the amount** you're requesting and explain how you would use this funding in detail
 - See our **FAQ** to determine what type of funding request you are making
- Please **provide the phone number and email address of a point of contact** we can reach in the event your request is approved.
- We encourage you to write a concise letter; requests letters typically **average 1-2 pages long**