

Senator Jabari Brisport
Shirley A. Chisholm State Office Building
55 Hanson Place, Suite 702
Brooklyn, NY 11217

xxday, February xx, 2021

Dear Senator Brisport,

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

- Tell us anything you want us to know about your org. If you have met with the Senator or a member of our team about this request or any other matter, please reference that also.
- Reiterate how much money you are requesting and detail what you intend to use the funding for
- Please also give us a contact for who would we should be in touch with regarding your funding request should it be approved
- We encourage you to write a concise letter; requests letters typically average 1-2 pages long
- Remember to send this letter as a PDF attachment to kclark@nysenate.gov