

[Your Name/Organization Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient Name]  
[Title]  
[Funding Agency/Department Name]  
[Address]  
[City, State, Zip Code]

**Subject: Infrastructure Funding Proposal for Vacant Lot at [Lot Address/Parcel Number]**

Dear [Recipient Name],

I am writing to formally submit a proposal for infrastructure funding to support the development of the vacant lot located at [Address or Legal Description]. Our goal is to transform this underutilized space into [Briefly state purpose, e.g., a community garden, affordable housing, or commercial space].

The proposed project requires critical infrastructure improvements to make the site viable for use. The requested funding will be allocated toward the following areas:

- **Utility Connections:** Installation of water, sewage, and electrical lines.
- **Access and Safety:** Construction of paved access roads, sidewalks, and street lighting.
- **Site Preparation:** Grading, drainage systems, and environmental remediation.
- **Public Amenities:** [Optional: e.g., Green space development or fencing].

The total estimated cost for these infrastructure improvements is \$[Amount]. We are requesting a grant/funding amount of \$[Amount] to complete this phase of the project. This investment will not only increase the property value but also [Mention a community benefit, e.g., provide jobs, improve public safety, or offer recreational space].

Attached to this letter, you will find a detailed project plan, budget breakdown, and site maps. We are confident that this project aligns with [Agency Name]'s mission to support [Mention a relevant goal, e.g., urban renewal or economic growth].

Thank you for your time and consideration of this proposal. I look forward to the possibility of discussing this project with you in further detail.

Sincerely,

[Your Signature]

[Your Printed Name]