



**AFOA CANADA**

*Building a Community of Professionals*

# ADDITIONAL CAPITAL REQUEST

*Sample Letter*

AFOA.CA





[NAME] FIRST NATION  
[LOCATION]

[MMM, DD, YYYY]

[NAME]  
Regional Director General  
Indigenous Services Canada  
City, Region, Postal Code

Re. Request for Additional Capital Funding

Dear Sir/Madam

Please accept this letter and attachments as the [NATION]'s request for additional capital funding.

As you know, we have continued to work hard over the past year to bring positive change to our community. We completed the [PROJECT] at a cost of [\$\$] in [FISCAL]. Any additional contributions the department is able to put toward these expenditures would be appreciated.

On behalf of the community, I would like to thank you and your staff for continued support over the year. If you require any further information regarding this request, please feel free to contact me.

We look forward to hearing from you soon.

Sincerely,

Chief [NAME]  
[NAME] First Nation