

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Organization's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request funding for our upcoming event, [Event Name], which will take place on [Event Date] at [Event Location].

[Provide a brief overview of the event, its purpose, and target audience.]

The funding we seek will be utilized for [specific areas where funding will be allocated, e.g., venue costs, marketing, supplies].

We believe that your support can make a significant impact on the success of this event and the community it serves.

Thank you for considering our request. I look forward to the opportunity to discuss this further.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]