

# Letter of Request for Support

Date: [Insert Date]

[Your Name]

[Your Position/Title]

[Department]

[University Name]

[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek your support for our ongoing green initiatives at [University Name]. As you know, sustainability and environmental responsibility are critical issues that affect us all, and our university is committed to leading by example.

Our current projects include [briefly describe projects such as recycling programs, renewable energy sources, tree planting initiatives, etc.]. However, to expand our efforts and make a greater impact, we need additional resources. Therefore, I kindly ask for your support in [specific support you are requesting, e.g., funding, volunteer help, partnerships, etc.].

With your help, we can further our commitment to sustainability and inspire our community to take part in these vital efforts. I would appreciate the opportunity to discuss this initiative with you and explore how we can work together to promote a greener future at [University Name].

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]