

# Funding Request for Community Marketing Event

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request funding support for our upcoming community marketing event, titled [Event Name], scheduled to take place on [Event Date] at [Event Location]. This event aims to [briefly describe the purpose and goals of the event].

Our organization, [Your Organization], is dedicated to [briefly describe your organization's mission and community impact]. With your support, we aim to bring together community members, businesses, and local organizations to foster collaboration and enhance community engagement.

We are seeking a total of [amount you are requesting] to cover expenses such as [list major expenses, e.g., venue rental, promotional materials, speakers, etc.]. Your contribution will not only help us achieve our goals but also shine a light on your commitment to supporting our community.

We believe that with your partnership, we can create a successful and impactful event that benefits all participants. Additionally, we will ensure that your organization is prominently featured in all promotional materials, providing valuable exposure to attendees.

Thank you for considering our request. I am looking forward to the opportunity to discuss this in further detail and explore ways we can work together for the benefit of our community. Please feel free to reach out to me at [Your Phone Number] or [Your Email] to schedule a conversation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]