

Funding Request for [Festival Name]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor's Name]

[Sponsor's Position]

[Sponsor's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this letter finds you well. I am writing to request your support for the upcoming [Festival Name], scheduled to take place on [Event Date(s)] at [Location]. This year's festival aims to [briefly describe the festival's purpose, goals, and expected impact].

To successfully execute this event, we are seeking sponsorship to help cover the costs of [specific costs, e.g., venue, permits, promotion, etc.]. We believe that partnering with [Sponsor's Company Name] could be mutually beneficial, as [describe how the partnership can benefit the sponsor, e.g., advertising opportunities, community goodwill, etc.].

We would be grateful for your consideration of a sponsorship contribution of [specific amount or type of support], which will significantly aid us in our efforts to make this festival a success.

Thank you for considering this opportunity to support [Festival Name]. I would be happy to discuss this sponsorship in more detail at your convenience. I look forward to the possibility of partnering with [Sponsor's Company Name] to make this event memorable for our community.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]