

# Request for Funding

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to request funding for the upcoming Family Festival scheduled for [insert date] at [location]. This event aims to bring together families in our community to celebrate, connect, and create lasting memories.

The festival will feature various activities, including games, food stalls, live entertainment, and workshops for families to engage in. We anticipate attracting over [insert estimated number] attendees, promoting local businesses, and fostering community spirit.

To successfully host this event, we are seeking funding in the amount of [insert amount]. This will help cover expenses such as permits, entertainment, supplies, and marketing. Your support would be invaluable in making this festival a wonderful success.

We believe that with your help, we can create an enjoyable experience for families and strengthen community bonds. Please find attached a detailed budget proposal for your review.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Organization Name]