

Request for Funding Support for Workplace Wellness Activities

Date: [Insert Date]

[Your Name]

[Your Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request funding support for our upcoming Workplace Wellness Activities scheduled for [insert date or timeframe]. These activities are designed to promote health and well-being among our employees, enhance productivity, and foster a positive work environment.

The proposed activities include [briefly describe the activities, e.g., fitness classes, mental health workshops, healthy eating seminars]. We believe that investing in our employees' wellness will not only improve their health but also boost overall morale and job satisfaction.

The total estimated cost for these activities is [insert amount]. We are seeking funding of [insert amount] to cover these costs. Attached you will find a detailed budget breakdown as well as a timeline for the proposed events.

We kindly ask for your support in helping us create a healthier workplace. Your contribution will make a significant difference in the lives of our employees and the culture of our organization.

Thank you for considering our request. I would be happy to discuss this further or provide any additional information you may need. Please feel free to contact me at [insert phone number] or [insert email address].

Warm regards,

[Your Name]

[Your Position]

[Company/Organization Name]