

Donation Approval Request for Cultural Festival

Date: [Insert Date]

To:

[Insert Recipient Name]

[Insert Recipient Title/Position]

[Insert Organization Name]

[Insert Organization Address]

Dear [Insert Recipient Name],

I hope this message finds you well. I am writing to formally request your approval for a donation towards our upcoming Cultural Festival, scheduled to take place on [Insert Date]. This festival aims to celebrate and promote our rich cultural heritage through various activities, performances, and workshops.

We are seeking a donation of [Insert Amount/Type of Donation] to help cover the costs of organizing this event, which is expected to draw a diverse audience from [Insert Location]. Your generous support would significantly contribute to the success of the festival and help us achieve our goals of fostering community engagement and cultural appreciation.

Please find attached a detailed proposal outlining the event's objectives, budget, and potential benefits for our community.

We would greatly appreciate your approval of this donation request by [Insert Deadline]. Thank you for considering our proposal. We look forward to the possibility of your support.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization Name]

[Your Contact Information]