

# Funding Request for Annual Awards Celebration

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request funding for our upcoming Annual Awards Celebration, scheduled for [Event Date]. This event honors the outstanding achievements of individuals and groups within our community and showcases the impact of our organization's mission.

The total cost of the celebration is estimated at [Total Amount]. We are seeking a contribution of [Amount Requested] to cover [specific expenses such as venue rental, catering, awards, etc.].

Your support will play a pivotal role in making this event a success and in recognizing those who have made significant contributions.

We are excited about the event and the opportunity to highlight the important work being done in our community. We would be grateful for your support and would love to discuss this further at your earliest convenience.

Thank you for considering our request. We look forward to the possibility of partnering with you for this special occasion.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]