

Subject: Request for Financial Support for University Project

[Your Name]
[Your Position]
[University Name]
[Department]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request your support for a project that I believe aligns closely with [Company/Organization Name]'s mission and values. We are currently working on [Project Title], which aims to [briefly describe the project and its objectives].

Our project requires funding to cover [briefly outline what the funds will be used for, e.g., materials, research, etc.]. We are seeking a total of [insert amount] and would be grateful for any contribution your organization can provide.

In return for your support, we would be happy to acknowledge your company in our project materials and reports, as well as provide updates on our progress and outcomes. We believe that partnering with [Company/Organization Name] could be mutually beneficial, showcasing your commitment to [relevant field/community].

Thank you for considering our request. I would be happy to discuss this further and explore potential opportunities for collaboration. Please let me know a convenient time for you to meet or speak.

Sincerely,
[Your Name]
[Your Position]
[University Name]