

Ongoing Support Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request ongoing support for [brief description of the project or service]. As we continue to strive for improvement and success, your assistance remains invaluable.

Details of support requested:

- [Detail 1]
- [Detail 2]
- [Detail 3]

I appreciate your consideration of this request and am looking forward to your favorable response. Please feel free to reach out should you need further information or clarification regarding our needs.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]