

Request for Financial Contribution

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization/Committee Name] to seek your support for the upcoming [Name of Literature Festival], scheduled to take place on [Event Dates] at [Location]. This festival aims to celebrate literature, promote reading, and connect authors with their audiences.

As a non-profit organization dedicated to fostering a love for literature, we rely on the generous contributions of our partners and community members to make this event a success. We are expecting over [number of attendees] attendees, including authors, educators, and literature enthusiasts, making this an excellent platform for [Recipient's Organization/Company Name] to showcase its commitment to supporting the arts.

We are seeking a financial contribution of [specific amount or range] to help cover the costs of venue rental, marketing, and other necessary expenses. In return for your generous support, we would be pleased to offer [describe any benefits such as logo placement, recognition at the event, etc.].

Your support would play a vital role in making this festival a memorable and impactful event for our community. We would be honored to partner with [Recipient's Organization/Company Name] and sincerely hope you will consider our request.

Thank you for considering our request. I would be happy to provide any additional information or discuss this further at your convenience. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]