

# Request for Support for Anniversary Commemoration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. As we approach the [specific anniversary, e.g., 10th Anniversary] of [name of the organization/event], we are planning a commemoration to celebrate this significant milestone. This event will take place on [date of the event] at [location].

We would like to kindly request your support in making this commemoration memorable. Your contributions, whether in financial assistance, resources, or volunteer support, would greatly enhance our efforts and help us recognize the importance of this occasion.

In addition to the celebration, your support would also showcase your commitment to [cause or mission related to the anniversary], and provide exposure to a wider audience through our marketing and promotional efforts.

If convenient, we would love the opportunity to discuss this further and explore potential ways to collaborate. Please feel free to reach out to me at [your phone number] or [your email address]. We look forward to your positive response.

Thank you for considering our request. Together, we can make this anniversary commemoration a remarkable event.

Sincerely,

[Your Name]

[Your Title/Organization]