

# Funding Request for Custom Event Merchandise

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request funding for the production of custom merchandise for our upcoming event, [Event Name], scheduled to take place on [Event Date]. This event aims to [briefly describe the purpose of the event and its significance].

We believe that branded merchandise will enhance the event experience and promote our organization's mission. We are planning to offer [list types of merchandise, e.g., t-shirts, tote bags, etc.] that will serve not only as memorabilia for attendees but also as a means to spread awareness about our cause.

The total estimated cost for producing this merchandise is [insert cost]. We are seeking funding in the amount of [insert requested amount], which will cover [briefly specify what the funds will be used for].

We are confident that the engagement from attendees at [Event Name] will lead to increased visibility and support for our work. We would be grateful for your consideration of our request and are happy to provide any further information needed.

Thank you for your attention to this matter. We look forward to the possibility of partnering with you for this initiative.

Sincerely,  
[Your Name]

[Your Position]  
[Your Organization]