

Request for Financial Support

[Your Name]

[Your Position]

[Department Name]

[University/Organization Name]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Department]

[University/Organization Name]

Dear [Recipient's Name],

I am writing to seek financial support for our upcoming departmental initiative, [briefly describe the initiative]. This initiative aims to [explain the purpose and goals of the initiative].

We believe that with your support, we can [describe the impact and benefits of the initiative].

The estimated budget for this initiative is [insert budget amount]. We are seeking [specific amount] to help cover [list specific expenses].

We appreciate your consideration of our request, and I am happy to discuss this initiative further at your convenience. Thank you for considering our department for this important support.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]