

[Your Gallery Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Funding Request for [Project/Exhibition Name]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Gallery Name], an established art gallery dedicated to promoting local artists and engaging the community through innovative exhibitions and programs.

We are currently seeking funding to support our upcoming project, [Project/Exhibition Name], scheduled to launch on [Date]. This project aims to [briefly describe the purpose and significance of the project], and we believe it will make a significant impact on our local art scene.

We anticipate reaching over [number] visitors during the exhibition, providing exposure for both established and emerging artists. To successfully execute this project, we are seeking financial support in the amount of [specific amount]. The funds will be allocated toward [briefly outline the budget areas: materials, marketing, artist fees, etc.].

Your support would be invaluable in helping us achieve our goals and promote the arts in our community. We would be happy to recognize your contribution through [mention any benefits: signage, press releases, etc.].

Thank you for considering our request. I would greatly appreciate the opportunity to discuss our project further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]

[Your Title]

[Your Gallery Name]