

# Request for Financial Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Arts Council Name]

[Council Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request financial assistance from the [Arts Council Name] for my upcoming project, [Project Name]. This initiative aims to [briefly describe the purpose and goals of the project].

I believe that the support from the Arts Council would greatly enhance the scope and impact of this project, allowing it to reach a broader audience and foster community involvement. The funding would be allocated towards [mention specific costs, e.g., materials, venue, marketing].

Enclosed are the project details and a budget outline for your review. I appreciate your consideration of my request and look forward to the opportunity to contribute to our local arts community with your support.

Thank you for your time and consideration.

Sincerely,

[Your Name]