

# Funding Request for Diversity and Inclusion Summit

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to request funding for our upcoming Diversity and Inclusion Summit scheduled for [date]. This summit aims to bring together thought leaders, practitioners, and community members to engage in meaningful discussions about fostering diversity and inclusion within our organizations and society as a whole.

With the increasing importance of diversity in the workplace, we believe that this summit will serve as a pivotal platform to share best practices, innovative solutions, and insights from experts across various sectors. We anticipate approximately [number] attendees from various backgrounds and industries, which will enrich the conversations and outcomes of this event.

In order to successfully execute this summit, we are seeking a funding amount of [specific amount] to cover venue costs, materials, and promotion. Your support would not only enhance our event but also demonstrate your commitment to advancing diversity and inclusion initiatives.

We would be grateful for the opportunity to discuss this funding request further. Thank you for considering our proposal, and we hope to partner with you for this important cause.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]