

# Funding Request for Art Exhibition

Date: [Insert Date]

[Your Name]

[Your Title/Position]

[Your Organization]

[Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[Recipient City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request funding for an upcoming art exhibition titled "[Title of Exhibition]," which aims to [briefly describe the purpose and significance of the exhibition]. The exhibition is scheduled to take place from [start date] to [end date] at [venue/location].

The goal of this exhibition is to [insert goals, e.g., showcase emerging artists, promote community engagement, etc.]. We believe that your support will play a vital role in bringing this project to fruition and making a lasting impact on our community.

We are seeking a total of [insert amount] to cover the costs associated with [list key expenses, such as space rental, materials, artist fees, etc.]. In return for your generous support, we are pleased to offer [describe any benefits or recognition, such as logo placement, promotional materials, etc.].

Thank you for considering our request. I would be happy to discuss this proposal in further detail and explore ways we can celebrate the arts together. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position]