

Event Funding Request

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Supplier's Name]

[Supplier's Position]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Subject: Funding Request for Upcoming Event

Dear [Supplier's Name],

I hope this message finds you well. I am reaching out to discuss an upcoming event that [Your Company] is organizing on [Event Date], and we are seeking support from valued partners like you.

The event aims to [briefly describe the purpose of the event and its relevance]. We anticipate [number of attendees] and believe that this is a significant opportunity for [Supplier's Company] to gain visibility and strengthen our partnership.

We are requesting funding in the amount of [specific amount] to cover [specific expenses, e.g., venue, materials, catering, etc.]. In return, we would be pleased to offer [outline any benefits for the supplier, such as logo placement, promotional opportunities, etc.].

Your support would be tremendously valuable in making this event a success. I would be happy to discuss this further or meet at your convenience to explore possible ways to collaborate.

Thank you for considering this opportunity. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]