

# Request for Support

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to seek your support for our upcoming social responsibility initiative, [Name of Initiative], which aims to [briefly describe the purpose and goals of the initiative].

As a company that values community engagement and sustainable practices, we believe your involvement would significantly enhance the impact of this initiative. We are aiming to [describe specific activities, goals, and expected outcomes].

We are looking for [specific types of support needed: financial contributions, in-kind donations, volunteer help, etc.], and any assistance would be greatly appreciated.

Thank you for considering our request. We would be thrilled to discuss this opportunity with you further and explore how we can collaborate to make a positive impact in our community.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Your Contact Information]