

Date: [Insert Date]

Recipient Name

Recipient Title

Organization Name

Organization Address

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am an artist currently participating in the [Name of Residency Program] at [Location/Organization Name]. I am reaching out to request your support as I embark on an exciting new project that aims to [briefly explain the project and its significance].

As part of my residency, I am exploring [insert themes, techniques, or materials], which I believe will contribute not only to my growth but also to the community at large. However, to bring this vision to life, I am seeking [specify the type of contribution: financial, materials, services, etc.]. Your support would make a tremendous difference, as it would allow me to [explain how the contribution will be utilized].

Thank you for considering my request. I would love the opportunity to discuss this further and provide any additional information you may require. I look forward to the possibility of partnering with you.

Warm regards,

[Your Name]

[Your Contact Information]

[Your Website or Portfolio Link]