

Request for Donation for Art Exhibition

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization]. We are excited to announce our upcoming art exhibition titled "[Exhibition Title]," which will take place on [Exhibition Date] at [Venue/Location].

This exhibition aims to [briefly describe the purpose of the exhibition, e.g., promote local artists, raise awareness about a cause, etc.]. To make this event a success, we are seeking financial support and in-kind donations from generous individuals and organizations like yours.

Your contribution will help us cover various costs, including [list specific needs such as venue rental, marketing materials, supplies]. We are confident that with your support, we can create an impactful experience for all attendees.

Please find attached our sponsorship proposal outlining the different levels of contribution and the benefits associated with each level. We would be grateful if you could consider a donation to support our efforts.

Thank you for considering our request. We would be thrilled to discuss this opportunity further and answer any questions you may have. I can be reached at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]
[Your Position]
[Your Organization]
[Your Phone Number]
[Your Email Address]