

# Request for Financial Support

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization/School]

[Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request financial support for our upcoming School Sports Day, scheduled for [Insert Date]. This annual event is essential for promoting physical health, teamwork, and school spirit among our students.

To successfully organize this event, we are seeking sponsors to help cover various expenses, including equipment, facilities, and refreshments for participants. Your support would greatly enhance the experience for our students and foster a sense of community.

We anticipate over [Insert Number] students participating and would like to request financial assistance in the amount of [Insert Amount]. In recognition of your support, we would be happy to acknowledge your contribution in our promotional materials and during the event.

Thank you for considering our request. We appreciate any support you can provide to make our Sports Day a success. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your School/Organization]

[Your Contact Information]