

Request for Holiday Funding Assistance

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the possibility of receiving funding assistance for an upcoming holiday program that aims to support [brief description of the program and its objectives].

This initiative is designed to [explain the purpose and impact of the holiday program, including the target audience and expected outcomes]. However, we are currently facing financial challenges that may hinder our ability to deliver the program effectively.

We believe that with your support, we can make a difference in the lives of [mention the beneficiaries] during this holiday season. We would greatly appreciate any funding assistance or resources that your organization could provide.

Thank you for considering our request. I would be happy to discuss this matter further and provide any additional information you may need. Please feel free to contact me at [your phone number] or [your email address].

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]