

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you in great spirits. I am writing to request financial assistance for [Your Organization], a nonprofit arts organization dedicated to [briefly describe your mission and activities]. As we strive to [explain your current project or program], we face financial challenges that we believe your support could help us overcome.

With [specific amount or type of assistance you are requesting], we will be able to [explain how the funds will be utilized and the impact it will create]. Our community greatly benefits from our programs, and we are committed to making the arts accessible to everyone.

We appreciate your consideration of our request and would be grateful for any support you can provide. Please find attached additional information about our organization, including our budget and project details.

Thank you for your time and consideration. I look forward to the opportunity to discuss this further.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]