

June 11, 2024

Mr. John Doe
Head of Corporate Sponsorship
ABC Corporation Ltd.
1234 Business Drive,
Metropolis 56789

Subject: Request for Corporate Funding for [Project Name] Proposal

Dear Mr. Doe,

I am writing on behalf of [Your Organization/Team Name] to formally request financial support from ABC Corporation Ltd. for our upcoming project, **[Project Name]**. Our initiative aims to [briefly state the purpose or objective of the project], which aligns closely with your organization's commitment to [mention shared goals/values].

The total projected cost of the project is [Amount], and we are seeking a contribution of [Requested Funding Amount] from your esteemed company. Your support will be instrumental in helping us [describe the outcomes, impact, or benefits].

Please find attached the detailed project proposal and budget breakdown for your consideration. We would value the opportunity to discuss this collaboration further and answer any questions you may have.

Thank you very much for considering our request. We look forward to building a mutually beneficial partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Organization/Team]
[Contact Information]

Important Notes:

- Briefly introduce your organization and the project's objectives.
- Clearly specify the requested amount and its purpose.
- Align your request with the values/interests of the recipient company.
- Attach a detailed proposal and budget for transparency.
- Maintain a formal, concise, and respectful tone throughout the letter.