

June 22, 2024

Mr. John Doe
Manager, Corporate Sponsorships
XYZ Corporation
1234 Main Street
City, State ZIP Code

Subject: Request for Financial Support

Dear Mr. Doe,

I am writing to request financial sponsorship from XYZ Corporation to support the **Annual Community Development Program** organized by ABC Foundation, scheduled for August 2024. This initiative aims to promote education and skill development for underprivileged children in our community.

With the support of esteemed organizations like yours, we have previously been able to impact hundreds of young lives. Financial contributions from sponsors will directly help cover educational materials, training sessions, and logistics for this year's program.

We respectfully seek funding support of **\$10,000** for the successful execution of our program. In recognition of your generosity, we will acknowledge XYZ Corporation as a key sponsor in all event-related materials and media coverage.

Attached with this letter are further details about the event and the positive difference your sponsorship can make. We would be honored to discuss this collaboration further at your convenience.

Thank you for considering our request. We look forward to a positive response.

Sincerely,

Jane Smith
Director
ABC Foundation
Phone: (123) 456-7890
Email: jane.smith@abcfoundation.org

Important Notes

- Ensure all recipient and sender details are accurate and up to date.
- State the purpose and exact amount of financial support required.
- Attach relevant supporting documents or event details.
- Keep the tone professional and express gratitude for consideration.
- Follow up after sending the letter if no response is received within a reasonable timeframe.