Date:

Subject: solicitation for financial support

Dear Mr. ABC,

We are pleased to complete a project with the support of different sponsors. Now, we are being requested to work on the same project to take it to another level. For this purpose, we are required to pay the amount for the program that we want to initiate. This includes several other types of costs such as up-gradation of the equipment cost, cost related to hiring staff, and much more. We are on a very tight budget and therefore, we were compelled to reduce our expenses to half. We have already cut down our expenses to a large extent.

This letter is being written to you because I want you to consider ABC Company for your donations again. The event our company is going to organize needs your financial support so that we can organize this event in the best possible way.

ABC Company is a well-reputed NGO in the UK and the sole purpose is to raise funds for needy people. The program we have initiated will help 100 children get their basic education free of cost. We have lots of volunteers who are ready to provide their services for this cause. However, we are in the dire need of financial support.

We look up to you as a very generous person who never turned his back on helping those in distress. We hope that you will provide us with the financial assistance with which, we would be able to meet our goals.

Regards,

Sender’s name  
Signatures