

Community Project Sponsorship Request

[Your Name]

[Your Title]

[Your Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to you on behalf of [Your Organization Name], a community-focused organization dedicated to [brief description of your organization's mission]. We are excited to announce our upcoming project, [Project Name], which aims to [briefly describe the project's purpose and goals].

We believe that your support, as a leader in our community, could make a significant difference in the success of this initiative. We are seeking sponsorship to help fund [specific items or services needed, e.g., materials, event costs, etc.], and partner with us in creating a positive impact.

By becoming a sponsor, you will gain visibility and recognition in the community while demonstrating your commitment to [mention community benefits, e.g., education, health, environment]. We would be happy to promote your organization through [details on how you will recognize the sponsor, e.g., logos on materials, social media shoutouts, etc.].

We would appreciate the opportunity to discuss this in further detail and explore how we can work together. Please feel free to reach out to me at [your phone number] or [your email address].

Thank you for considering our sponsorship request. Together, we can make a meaningful difference in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]