

# Request for Sponsorship

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing on behalf of [Your Organization], a non-profit organization dedicated to [briefly describe the mission of your organization]. We are excited to announce our upcoming charity auction event scheduled for [date] at [venue]. This event aims to raise funds to support [specific purpose or project].

We are reaching out to seek your support in the form of sponsorship for this event. Your contribution will not only help make this event a success but will also align your brand with our mission, showcasing your commitment to [mention relevant cause]. As a sponsor, you will receive [list benefits such as logo placement, publicity, tickets, etc.].

We would love the opportunity to discuss this in further detail and explore how we can work together for a great cause. Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]