

# Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Charity Name], a non-profit organization dedicated to promoting environmental awareness and sustainable practices. We are excited to announce our upcoming charity event, [Event Name], scheduled for [Event Date] at [Event Location].

This year, we aim to raise funds to support [briefly explain the cause and how it relates to eco-friendliness]. We expect over [number] attendees, including community members, local businesses, and environmental enthusiasts. This event will provide a wonderful platform for engaging with like-minded individuals and organizations who share a passion for protecting our planet.

We would be honored to have [Company Name] as a sponsor for this event. Your commitment to [mention any relevant company initiative or value related to sustainability] aligns perfectly with our mission. We offer various sponsorship levels, each providing unique benefits, including promotional opportunities such as [list some promotional opportunities].

We would love the opportunity to discuss how your support can make a positive impact on our community and the environment. Please feel free to contact me at [Your Phone Number] or [Your Email Address]. We look forward to the possibility of partnering with you.

Thank you for considering our request!

Sincerely,

[Your Name]

[Your Position]

[Charity Name]

[Your Contact Information]