

# Request for Sponsorship

[Your Name]

[Your Position]

[Club/Organization Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Club/Organization Name] to request your support as a sponsor for our upcoming event, [Event Name], which will be held on [Event Date] at [Event Location]. This event aims to [briefly explain the purpose of the event].

Your involvement would greatly enhance the experience and success of the event, and we believe it would also provide [Recipient's Company/Organization Name] with valuable exposure within our community.

We are seeking sponsors to help cover the costs associated with [briefly list what funds will be used for, e.g., materials, facility rentals, etc.]. In return for your generosity, we would be happy to offer [list incentives, such as advertising opportunities, recognitions, etc.].

We would greatly appreciate your consideration of our request. Please find attached more information about the event and sponsorship opportunities. We hope to discuss this with you further, and I will follow up with you on [specific date] to see if we can schedule a time to talk.

Thank you for considering our request. We look forward to the possibility of partnering with you for this important event.

Sincerely,

[Your Name]

[Your Position]

[Club/Organization Name]