

Request for Sponsorship

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

[Sponsor's Name]
[Sponsor's Title]
[Sponsor's Organization]
[Sponsor's Address]
[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this letter finds you well. I am writing on behalf of [Your Organization], a nonprofit organization dedicated to [briefly describe mission or purpose]. On [event date], we will be hosting our annual charity auction at [event location]. This event raises vital funds to support [describe beneficiary or cause].

We are seeking sponsorship from [Sponsor's Organization] to help make our event a success. Your generous support can help us achieve our goal of [state fundraising goal or purpose]. We would be honored to have your organization as a key partner for this event.

In recognition of your sponsorship, we offer [briefly describe benefits, e.g., logo placement, mention in program, VIP seating, etc.]. We believe this partnership will not only support a worthy cause but also enhance your organization's visibility in the community.

We would be grateful for any level of support you can provide and are happy to discuss this opportunity further at your convenience. Thank you for considering our request to sponsor our charity auction.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]