

# **[Your Organization Name]**

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

## **[Sponsor's Name]**

[Sponsor's Organization]

[Sponsor's Organization Address]

[City, State, Zip Code]

## **Dear [Sponsor's Name],**

We hope this letter finds you well. We are writing to you on behalf of [Your Organization Name], a non-profit organization dedicated to [briefly describe your mission and objectives].

We are currently organizing [name of the event or project], which will take place on [date] at [location]. Our goal is to [explain the purpose of the event or project, and how it will impact the community].

We are reaching out to seek your support as a sponsor for this event. Your contribution will help us [describe how the sponsorship will be used, e.g., cover costs, provide services, etc.]. In return for your generosity, we would be happy to promote your business through [explain benefits to the sponsor, such as their logo on promotional materials, recognition during the event, etc.].

We would be grateful if you could consider supporting us with a sponsorship of [specific amount or type of support]. Together, we can make a significant difference in the lives of those we serve.

Thank you for considering our request. We would love to discuss this opportunity further at your convenience. Please feel free to contact me at [your phone number] or [your email address].

Warmest regards,

[Your Name]

[Your Title]

[Your Organization Name]