

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support as a sponsor for our upcoming Charity Health Fair, which will take place on [Event Date] at [Event Location]. This event aims to promote health awareness and provide essential services to our community.

We are seeking sponsorship to cover the costs associated with the fair, including setup, materials, and refreshments. Your contribution would not only benefit the fair but also enhance your organization's visibility within the community.

In return for your support, we are happy to offer [mention any benefits for the sponsor, e.g., logo placement, acknowledgment during the event, etc.].

Thank you for considering our request. I am looking forward to discussing this opportunity further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Warm regards,

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