

# Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[School Name]

[School Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Sponsor's Name or Title],

I hope this letter finds you well. I am writing to seek your support as a sponsor for our upcoming charity program at [School Name]. Our program, [Name of Program], aims to [briefly describe the purpose and goals of the program].

This initiative not only benefits our students but also supports the community by [explain community impact]. We plan to hold this event on [event date] and we anticipate participation from [number of participants].

We are seeking sponsors who can provide [mention specific needs such as funds, supplies, or services]. In return for your generous support, we are pleased to offer [describe the benefits for the sponsor, e.g., logo placement, recognition in promotional materials].

We believe that a partnership with [Your Company/Organization Name] would be mutually beneficial and would greatly enrich the experience of those involved in our program.

Thank you for considering this opportunity to support [School Name]. I would appreciate the chance to discuss this further and explore how we can work together for the benefit of our students and community.

Sincerely,

[Your Name]

[Your Position]

[School Name]