

# Request for Sponsorship

Date: [Insert Date]

[Your Name]  
[Your Position]  
[School Name]  
[School Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

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

Dear [Sponsor's Name],

I am writing to you on behalf of [School Name] as we prepare for our upcoming fundraising event, [Event Name], scheduled for [Event Date]. This event aims to [briefly describe purpose, e.g., "raise funds for school programs, extracurricular activities, and community projects"].

We are seeking sponsorships from local businesses and organizations to help us achieve our goals. Your support would greatly benefit our students and community, and we recognize [Company Name] as a valued member of our community.

We offer several sponsorship levels, including [list sponsorship levels, e.g., "Gold, Silver, and Bronze"], each with its benefits such as [list benefits, e.g., "logo placement, recognition during the event"]. We truly value any contribution you can make.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] to discuss this opportunity in more detail. Thank you for considering our request. We hope to partner with you for this meaningful event!

Sincerely,

[Your Name]  
[Your Position]  
[School Name]