

# Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing on behalf of [Your Organization], a nonprofit organization dedicated to [briefly describe your mission and vision]. We are currently seeking sponsorship for our upcoming humanitarian project, [Project Name], which aims to [briefly describe the purpose of the project].

The project is scheduled to take place on [insert dates] and will be held at [location]. We anticipate serving [number] individuals/families, and we believe that with your support, we can make a significant impact in the community.

We are seeking your partnership to help fund this project. Your contribution will [explain how their sponsorship will help and what it will provide]. In recognition of your support, we would be pleased to offer [mention any possible recognition or benefits to the sponsor, such as logo placement, mentions in press releases, etc.].

We would be grateful for the opportunity to discuss this partnership further. I will follow up with you on [insert date] to see if we can schedule a meeting. In the meantime, please feel free to reach out with any questions.

Thank you for considering this partnership. Together, we can create a tangible change in the lives of those we serve.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]