

Request for Sponsorship

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to you on behalf of the [Your Historical Society Name]. As an organization dedicated to preserving and sharing our community's rich history, we are excited to embark on a significant project to develop a digital archive that will make our historical resources more accessible to the public.

Our proposed digital archive will include digitized documents, photographs, and oral histories that reflect the diverse narratives of our community. This initiative aims to not only preserve these invaluable resources but also to engage and educate our residents and visitors about our local heritage.

To bring this project to fruition, we are seeking sponsors to assist with the development costs, including digitization, software, and marketing. We believe that [Company/Organization Name] shares our commitment to community heritage and an appreciation for the importance of preserving history. Your support would be instrumental in helping us achieve our goal.

In recognition of your generous contribution, we would be pleased to offer your organization the following sponsorship benefits: [List benefits, e.g., logo placement, recognition in the archive, etc.].

We would be grateful for the opportunity to discuss this proposal with you further and explore how we can collaborate to make our digital archive a reality. Thank you for considering our request. We look forward to the possibility of partnering with you to celebrate and preserve our shared heritage.

Sincerely,

[Your Name]

[Your Title]

[Your Historical Society Name]

[Your Contact Information]