

# Request for Sponsorship

Date: [Insert Date]

To,

[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]

Dear [Recipient's Name],

We are [School Name], a dedicated high school robotics team passionate about engineering, technology, and innovation. This year, we are excited to participate in the upcoming [Event Name] scheduled for [Event Date]. This competition will not only challenge our skills but also help us engage with the broader STEM (Science, Technology, Engineering, and Mathematics) community.

We are reaching out to seek your sponsorship, which will greatly enhance our team's ability to compete and learn. Your support will help cover expenses such as materials, travel, and registration fees. In return, we would promote [Company's Name] at the event and in all our team-related materials, showcasing your commitment to education and technological advancement.

We are sincerely hopeful that you can partner with us in this exciting endeavor. We would greatly appreciate the opportunity to discuss this proposal further and explore how we can work together for a mutually beneficial outcome.

Thank you for considering our request. We look forward to the possibility of collaborating with you.

Sincerely,  
[Your Name]  
[Your Position, e.g., Team Captain]  
[School Name]  
[Contact Information]