

# Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title]

[Nonprofit Organization Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Nonprofit Organization Name] to request your support as a sponsor for our upcoming gala, [Event Name], which will take place on [Event Date] at [Venue]. The gala aims to [briefly explain the purpose of the event]. With your company's reputation for community engagement, we believe that partnering with you would be a perfect fit.

Sponsoring our event will provide your organization with significant visibility, including [list specific benefits, such as logo placement, promotional materials, etc.]. We expect over [insert number] attendees, including community leaders, local influencers, and potential clients who align with your target audience.

We would be honored to have [Company Name] as a valued sponsor. Attached, you will find detailed information about the sponsorship levels and associated benefits. We would be happy to discuss any custom options that suit your organization's goals.

Thank you for considering this opportunity to support our community and make a positive impact. I look forward to the possibility of partnering together. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] to discuss this further.

Warm regards,

[Your Name]

[Your Title]

[Nonprofit Organization Name]