

# Request for Community Sponsorship

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am reaching out to you on behalf of [Your Organization/Community Group Name], where we are dedicated to promoting language learning and cultural exchange within our community.

We are planning to conduct a series of language workshops aimed at [briefly describe the target audience and the purpose of the workshops, e.g., "immigrants seeking to learn English and integrate into the community"]. To successfully launch this initiative, we are seeking sponsorship and support from local organizations that share our vision for community development.

Your organization has been a pillar in our community, and we believe your involvement would not only enhance the impact of these workshops but also strengthen community ties. We are looking for sponsorship in the form of [describe the specific support you are seeking, e.g., "financial contributions, venue donations, or materials"].

In return for your support, we would be happy to feature your organization in our promotional materials, provide recognition in our community newsletters, and offer opportunities for your staff to engage with participants during the workshops.

We would be grateful for the opportunity to discuss this proposal further and explore how we can work together to make a meaningful difference. Please feel free to contact me at [Your Phone Number] or [Your Email Address] at your convenience.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization/Community Group Name]