

Letter of Sponsorship Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization's Name], a nonprofit organization dedicated to [brief description of your organization's mission]. We are excited to announce our upcoming charity event, [Event Name], which will take place on [Event Date] at [Event Location].

The event aims to [describe the purpose of the event and its impact], and we are seeking your generous support as a sponsor. Your contribution would greatly assist us in achieving our goals and ensuring a successful event.

We are looking for sponsorship at various levels, including [list sponsorship levels or specific contributions]. As a sponsor, you will receive [mention any benefits, such as logo placement, promotional opportunities, etc.].

We believe that a partnership with [Recipient's Company/Organization Name] will help us make a difference in our community while also providing valuable visibility for your brand.

Thank you for considering our request. I would be happy to discuss this opportunity further at your convenience. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your time and support!

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]