

Request for Sponsorship

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor's Name]

[Sponsor's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this message finds you well. I am writing on behalf of [Organization Name], a non-profit organization dedicated to [briefly explain mission]. We are excited to announce our upcoming charity event, [Event Name], which will take place on [Event Date] at [Event Location].

This event aims to [briefly describe the purpose of the event and who it will benefit]. We expect to gather a large number of participants and community members, creating an excellent opportunity for sponsors to showcase their commitment to [cause/mission].

We would like to invite [Company Name] to become a sponsor of our event. Your support will not only help us achieve our fundraising goals but also enhance your company's visibility within the community. We offer various sponsorship levels, including [briefly list sponsorship levels and benefits].

We believe that your partnership would be invaluable, and together we can make a significant impact. If you are interested in discussing this opportunity further, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We look forward to the possibility of collaborating with [Company Name] for this meaningful event.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]