

# Request for Corporate Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing on behalf of [Your Organization] to invite [Recipient Company] to become a corporate sponsor for our upcoming charity fundraiser, [Event Name], scheduled for [Event Date]. Our organization is dedicated to [briefly describe your mission and impact], and this event will directly contribute to [describe the cause or project funded by the event].

We are expecting [number] attendees, including local business leaders and community members, providing a unique opportunity for [Recipient Company] to showcase its commitment to community support and corporate social responsibility.

As a corporate sponsor, [Recipient Company] will receive recognition through [outline benefits, e.g., logo on promotional materials, social media mentions, etc.]. Your contribution will make a significant difference, facilitating [specifics about the support needed, e.g., funding, resources, volunteers].

We would love the opportunity to discuss this partnership with you further and explore how we can work together for the benefit of our community. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] to arrange a meeting.

Thank you for considering this opportunity to make a positive impact. We look forward to the possibility of collaborating with [Recipient Company]!

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]