

Letter of Sponsorship Proposal Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Charity Name]

[Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Charity Name], a non-profit organization dedicated to [brief description of charity's mission]. We are excited to announce our upcoming charity run, [Event Name], taking place on [Event Date] at [Event Location].

This event aims to raise funds for [specific cause/project]. We expect to attract a large number of participants and community members, making it a wonderful opportunity for local businesses like yours to gain exposure while supporting a great cause.

We would be honored to have [Company Name] as a sponsor for this event. Your support will not only help us achieve our fundraising goals but also demonstrate your commitment to our community. In return for your sponsorship, we are pleased to offer [list of benefits, e.g., company logo on promotional materials, social media shout-outs, etc.].

We would love to discuss this opportunity with you in further detail and explore how we can collaborate for this event. Please feel free to reach out to me at [your phone number] or [your email address] to set up a meeting.

Thank you for considering our proposal. Together, we can make a significant impact on the lives of those we serve.

Sincerely,
[Your Name]
[Your Title]
[Charity Name]