

# Sponsorship Proposal Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to you on behalf of [Your Organization Name], a non-profit organization dedicated to [briefly describe your mission and purpose, e.g., promoting education, providing healthcare, etc.]. We are currently seeking sponsors for our upcoming [event/program/initiative name] to be held on [event date].

This event/program aims to [describe the goals and impact of the event, include any statistics or relevant information]. We expect to reach [number] participants, including [describe the audience, e.g., community members, local leaders, etc.].

In order to make this initiative a success, we are reaching out to organizations like yours to request sponsorship. We would be grateful for your support in the form of [specific support you are seeking, e.g., financial contributions, in-kind donations, etc.]. In return, we offer [outline the benefits for the sponsor, e.g., branding exposure, promotional opportunities, etc.].

We would be thrilled to have [Recipient's Organization Name] join us as a key partner in this endeavor. Please find attached our sponsorship proposal outlining various levels of sponsorship and the associated benefits.

Thank you for considering our request. I would be happy to discuss this opportunity in more detail and explore how we can collaborate to make a positive impact in our community. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]