

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 reaching out on behalf of [Organization Name], a community organization dedicated to [briefly describe your mission and impact]. We are excited to announce our upcoming charity event, [Event Name], scheduled for [Event Date] at [Event Venue]. This event aims to [briefly describe the purpose of the event].

To make this event successful, we are seeking sponsorship from local businesses that share our passion for [mention the cause or community benefit]. We would be honored to have [Company Name] as one of our esteemed sponsors. Your support will not only help us achieve our goals but also showcase your commitment to [mention community or charitable efforts].

Here are some of the sponsorship opportunities available:

- Gold Sponsor: \$XXXX - [describe benefits]
- Silver Sponsor: \$XXXX - [describe benefits]
- Bronze Sponsor: \$XXXX - [describe benefits]

We would love to discuss how we can partner together for this event. I will follow up with you next week to see if we can set up a time to talk. Thank you for considering this opportunity to make a difference in our community.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]