

# Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Donor's Name],

I hope this message finds you well. I am reaching out on behalf of [Charity Name], an organization dedicated to [brief description of charity's mission]. We are excited to announce our upcoming charity drive scheduled for [date of event], and we would be honored to have your support as a sponsor.

We are seeking sponsorship to help us [explain what the funds will support, e.g., provide resources, organize activities, etc.]. Your generous contribution will not only assist us in achieving our goals but will also make a positive impact on our community.

If you are interested in becoming a sponsor, please feel free to reach out to me directly at [your phone number] or [your email]. We would love to discuss this opportunity with you and answer any questions you may have.

Thank you for considering our request. Together, we can make a significant difference in the lives of those we serve.

Sincerely,

[Your Name]

[Your Title]

[Charity Name]