

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title]

[Non-Profit Organization Name]

[Organization Address]

[City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Sponsor's Name],

I hope this message finds you well. I am writing to you on behalf of [Non-Profit Organization Name], a dedicated organization committed to [Briefly describe your mission and work]. We are excited to announce our upcoming event, [Event Name], scheduled for [Event Date], aiming to [Purpose of the Event].

We are seeking sponsorship to help make this event a success, and we believe your organization aligns perfectly with our goals. Your support would enable us to [Explain how the sponsorship will help, such as provide resources, reach more people, etc.].

We offer various sponsorship opportunities, including [Briefly list sponsorship levels or opportunities, e.g., gold, silver, bronze sponsorship], each providing unique promotional visibility and engagement with our community.

We would be honored to partner with [Sponsor's Organization Name] and would love to discuss this opportunity further. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email].

Thank you for considering our request. We hope to collaborate with you in making a positive impact in our community.

Warm regards,

[Your Name]

[Your Title]

[Non-Profit Organization Name]