

Request for Sponsorship

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization 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 [Your Organization], a nonprofit dedicated to [brief description of your mission and the specific special needs project you are soliciting sponsorship for].

We are excited to announce our upcoming project, [Project Name], designed to [describe the objectives and importance of the project]. This initiative aims to [explain how the project will benefit special needs individuals and the community].

To successfully execute this project, we are seeking sponsorship support from valued community partners like [Recipient's Company/Organization Name]. Your sponsorship will provide essential resources and contribute significantly towards making this project a success.

We would be grateful for your consideration of a sponsorship made up of [specify type of support: monetary, products, services, etc.]. In return, we would be pleased to offer [list potential benefits for the sponsor: recognition, marketing opportunities, etc.].

We believe that together we can make a lasting impact in the lives of individuals with special needs. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this opportunity further.

Thank you for considering our request. We look forward to the possibility of partnering with you to bring this project to life.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]