

Request for Sponsorship

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek your support for our upcoming international student program fundraising event scheduled for [Event Date]. This event aims to raise funds to support international students in [specific goals or activities].

As an organization dedicated to promoting cultural exchange and educational opportunities, we believe that your collaboration can make a significant difference. We are seeking sponsorship to help cover the costs of [specific expenses, e.g., venue, materials, etc.]. In return, we would be honored to promote your company/organization through our marketing materials and at the event itself.

Your support will not only enhance the success of this event but also demonstrate your commitment to fostering diversity and inclusiveness within our community.

Thank you for considering our request. I would be more than happy to discuss this further and explore how we can work together for this worthy cause. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]
[Your Title/Position]
[Your Organization]