

# Request for Sponsorship

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization], a non-profit organization dedicated to [brief description of your mission]. We are excited to announce our upcoming charity fundraising event, [Event Name], which will take place on [Event Date] at [Event Location].

This event aims to raise funds to support [specific cause or project], and we are reaching out to request your support as a sponsor. Your generous contribution will help us provide [details about how the funds will be used].

- Platinum Sponsor: [Details]
- Gold Sponsor: [Details]
- Silver Sponsor: [Details]

As a valued sponsor, your organization will receive recognition in our marketing materials, on our website, and during the event, which will enhance your visibility within our community.

We would be grateful for the opportunity to partner with you in making this event a success. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or would like more information.

Thank you for considering our request. We look forward to the possibility of working together to make a difference!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]