

Annual Sponsorship Renewal Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Sponsorship Contact Name]

[Sponsor Organization's Name]

[Sponsor Organization's Address]

[City, State, Zip Code]

Dear [Sponsorship Contact Name],

We hope this message finds you well. As we approach the end of another successful year, we would like to take a moment to express our heartfelt gratitude for your continued support as a valued sponsor of [Your Organization's Name]. Your contributions have significantly impacted our programs and initiatives.

As we look ahead to the upcoming year, we are excited to propose the renewal of your sponsorship for [specific year]. We have plans for several exciting projects and events, including [briefly mention upcoming programs or events], and we believe your partnership will be instrumental in achieving our goals.

We would love to discuss this renewal and potentially enhance our partnership to achieve even greater impact together. Please let us know a convenient time for you to connect, or feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you once again for your ongoing support. We look forward to the opportunity to continue our successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]