

Request for Sponsorship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek your support in sponsoring our upcoming internship program at [Your Institution/Organization Name]. This program aims to provide valuable hands-on experience for students while fostering their professional development in [Industry/Field].

We are excited to create opportunities for young talents to learn and grow, and we believe that your organization aligns perfectly with our goals. Your sponsorship would not only help us cover the costs of the program, but also enhance the learning experience for our interns.

In return for your support, we offer the opportunity to promote your brand and engage with prospective future employees through networking events and workshops during the internship program.

We would be grateful for the opportunity to discuss this proposal further. Thank you for considering our request. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Position/Title]

[Your Institution/Organization Name]