

Request for Sponsorship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor's Name]

[Sponsor's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I am writing to request your support in sponsoring an upcoming mentoring workshop organized by [Your Organization/Your Name]. This workshop aims to [briefly explain the purpose of the workshop, target audience, and expected outcomes].

We believe that your participation as a sponsor would not only greatly enhance the event but also provide an excellent opportunity for your company to showcase its commitment to [community development/education/mentorship, etc.]. The event is scheduled for [date] at [venue/location].

We are seeking sponsorship to cover costs such as [list specific costs if applicable, e.g., venue rental, materials, refreshments]. In return for your sponsorship, we are pleased to offer [list benefits for the sponsor, e.g., logo placement, promotional opportunities, tickets to the event].

We hope you consider this opportunity to make a positive impact and support the growth and development of our community. I look forward to discussing this with you further.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]