

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Foundation Name]

[Foundation Address]

[City, State, Zip Code]

Dear [Foundation Contact Name],

I hope this letter finds you well. I am writing to seek your support for [briefly describe project or initiative] which aims to [describe the purpose and significance of the project]. Our organization, [insert organization name], is dedicated to [brief description of your organization and its mission].

We are seeking a sponsorship of [specific amount or resources needed] to help us [explain how the funds/resources will be used]. Your commitment to [mention relevant philanthropic values or initiatives of the foundation] aligns perfectly with our mission, and we believe that together we can make a meaningful impact.

We would be delighted to recognize your support through [describe how you will acknowledge the foundation's contribution, e.g., branding, social media, events]. We believe that this partnership will not only benefit our cause but also enhance your visibility and engagement in the community.

Thank you for considering our request. I would love the opportunity to discuss this further and explore how we can work together. Please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]