

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to you on behalf of [Organization Name], an organization dedicated to providing recreational activities for seniors in our community. As we look to expand our programs and ensure that they are both engaging and accessible, we are seeking sponsorship to support our upcoming event, [Event Name], scheduled for [Event Date].

This event aims to offer a variety of activities, including [list activities], designed to enhance the quality of life for our senior participants. We believe that with your support, we can create a memorable experience that promotes health, wellness, and community engagement.

We are seeking [specific sponsorship amount or in-kind support] to help cover the costs of [mention specific expenses such as materials, venue, refreshments]. In return for your generous sponsorship, we would be happy to offer [list sponsorship benefits, e.g., logo on promotional materials, acknowledgment during the event, etc.].

We would be grateful for the opportunity to discuss this sponsorship with you and explore how we can collaborate to make [Event Name] a success. Thank you for considering our request. I look forward to the possibility of working together to enrich our community's senior programs.

Warm regards,

[Your Name]

[Your Title/Position]

[Organization Name]