

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Sponsorship Contact Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Sponsorship Contact Name],

I am writing to you on behalf of [Organization Name], a community arts program dedicated to fostering creativity and cultural engagement within our local community. We are gearing up for our upcoming event, [Event Name], scheduled to take place on [Event Date], and we would like to invite [Company Name] to be a sponsor.

Our program serves [brief description of the community needs and audience]. With your support, we aim to [explain the purpose and impact of the event].

We are seeking a sponsorship of [specific amount or type of support], which will directly contribute to [detail what the funds will be used for, e.g., supplies, venue, marketing]. In return, we are pleased to offer [list any benefits for the sponsor, such as logo placement, promotional opportunities, etc.].

We would be honored to partner with [Company Name] in this endeavor and would love the opportunity to discuss this sponsorship further. I will follow up with you on [date of follow-up], but please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We look forward to the possibility of collaborating with [Company Name] to enrich our community through the arts.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]