

# Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title]

[School/Organization Name]

[School/Organization Address]

[City, State, Zip]

[Email Address]

[Phone Number]

Dear [Potential Sponsor's Name],

I hope this letter finds you well. I am writing to you on behalf of [School Name] to invite you to be a sponsor for our upcoming charity event, [Event Name], which will be held on [Event Date] at [Event Location]. This event aims to raise funds for [specific cause or project, e.g., school library renovations, student scholarships].

As a valued member of our community, your support would greatly enhance the success of our event. We expect [number of attendees, e.g., hundreds of local families, students, and community leaders] to participate, providing excellent exposure for your business.

We offer several sponsorship levels, including:

- Platinum Sponsor: \$[amount] - [Benefits]
- Gold Sponsor: \$[amount] - [Benefits]
- Silver Sponsor: \$[amount] - [Benefits]
- Bronze Sponsor: \$[amount] - [Benefits]

Your support will help us [describe how the funds will be used and the impact it will have]. In return, we will promote your business through our event materials, social media outreach, and announcements during the event.

We would be honored to have [Company Name] as a sponsor. If you would like to discuss this opportunity further, please feel free to contact me at [Your Phone Number] or [Your Email Address]. We hope to partner with you to make a difference in our community.

Thank you for considering this opportunity to support our school and its students.

Sincerely,

[Your Name]

[Your Title]

[School/Organization Name]