

# Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support as a sponsor for our upcoming sports charity event, [Event Name], which will be held on [Event Date] at [Event Location]. Our organization, [Your Organization], is dedicated to [Brief Description of the Organization's Mission] and we believe that this event will not only promote sportsmanship and community spirit but also raise funds for [Cause/Beneficiary of the Event].

We are seeking sponsorship to help cover various costs associated with the event, including venue rental, equipment, and promotional materials. In return for your generous support, we would like to offer [List Sponsorship Benefits, e.g., logo placement, recognition in promotional materials, etc.].

Your partnership with us would make a significant impact and help us achieve our fundraising goals. We would be thrilled to discuss this opportunity further and explore how we can collaborate to make [Event Name] a success. I look forward to the possibility of working together to make a positive difference in our community.

Thank you for considering this request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any questions or additional information.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]