

# Subject: Sponsorship Request for Capacity Building Workshop

Date: [Insert Date]

Dear [Sponsor's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are organizing a capacity building workshop titled "[Workshop Title]" scheduled for [Date] at [Location]. This workshop aims to [briefly explain the purpose and goals of the workshop].

We are reaching out to seek your support in the form of sponsorship for this significant event. The participation of esteemed organizations like yours will not only enhance the workshop's quality but also contribute to the development of [specific community or field].

We expect approximately [number of participants] attendees, including [list of participant demographics]. Your sponsorship will help cover expenses related to [mention specific expenses, e.g., venue, materials, catering, etc.], and we would be delighted to recognize your contribution through [mention benefits for the sponsor, e.g., logo placement, promotional opportunities].

We would be grateful for the opportunity to discuss how we can partner together for this workshop. Please find attached our proposal for more details regarding the event.

Thank you for considering our request. We look forward to the possibility of working together to make this workshop a success.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Your Contact Information]