

# Request for Sponsorship

[Your Name]  
[Your Position]  
[Agency Name]  
[Agency Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. We are reaching out on behalf of [Agency Name], a local social service agency committed to [briefly state your mission]. Our organization is dedicated to assisting [describe the target group or cause], and we are currently organizing a charity event scheduled for [date of the event].

This event aims to [describe the purpose of the event and how it will help the community]. We anticipate an attendance of [number of expected attendees] and we are excited to bring together community members, local businesses, and organizations.

We are seeking sponsorship to help make this event a success. Your support would be invaluable in covering costs associated with [list specific needs such as venue, supplies, marketing, etc.]. In return for your generosity, we would be pleased to offer [describe the benefits for the sponsor, like logo placement, recognition at the event, etc.].

We would greatly appreciate the opportunity to discuss this sponsorship further. Please feel free to contact me at [your phone number] or [your email address]. We look forward to the possibility of partnering with [Company/Organization Name] to make a positive impact on our community.

Thank you for considering our request. Together, we can create a brighter future.

Sincerely,

[Your Name]  
[Your Position]  
[Agency Name]