

Request for Event Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title]

[Social Service Agency Name]

[Agency Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Sponsor's Name]

[Sponsor's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this message finds you well. I am writing on behalf of [Social Service Agency Name], a dedicated organization committed to [brief description of agency's mission and services]. We are excited to announce our upcoming event, [Event Name], scheduled for [Event Date] at [Event Location]. This event aims to [briefly explain the purpose of the event].

As we strive to make this event a success, we are seeking sponsorship support from community-minded organizations like yours. Your sponsorship will help us [explain how the funds will be used]. In return, we would be delighted to offer [describe benefits to the sponsor, such as logo placement, advertising opportunities, etc.].

- [Sponsorship Level 1: Description and Amount]

- [Sponsorship Level 2: Description and Amount]

- [Sponsorship Level 3: Description and Amount]

We believe that a partnership between [Social Service Agency Name] and [Company Name] would be mutually beneficial, and we would be honored to have your support. I would appreciate the opportunity to discuss this further and explore how we can work together to make a positive impact in our community.

Please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for considering this opportunity to support our mission and make a difference in the lives of those we serve.

Sincerely,
[Your Name]
[Your Title]
[Social Service Agency Name]