

Request for Corporate Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization/Community Group]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. We are organizing a neighborhood gathering on [date of event] at [location of event] and we would like to invite [Company Name] to be a corporate sponsor for this meaningful community event.

The purpose of the gathering is to [briefly explain the purpose, e.g., foster community spirit, encourage local businesses, provide information on community resources, etc.]. We anticipate [number of attendees] residents will join us, making this a fantastic opportunity for [Company Name] to engage with our community and promote your brand.

As a sponsor, [Company Name] will receive significant visibility before, during, and after the event through [list benefits, e.g., logo on promotional materials, booth space at the event, mentions in newsletters or social media, etc.]. We are seeking sponsorship in the amount of [amount], which will help cover [briefly outline what the funds will be used for].

We would love to discuss this opportunity further and explore how we can best feature [Company Name] at our gathering. Please feel free to reach out to me at [your phone number] or [your email] to set up a time to talk.

Thank you for considering our request. We look forward to the possibility of partnering with [Company Name] to strengthen our community ties.

Sincerely,

[Your Name]

[Your Title]

[Your Organization/Community Group]