

Request for Sponsorship

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor Name]

[Sponsor Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor Name],

I am writing to you on behalf of [Organization Name], a [description of your organization]. We are planning a community outreach program titled "[Program Name]" that aims to [briefly explain the purpose of the program].

This program is set to take place on [date] at [location] and is expected to benefit [number] community members in our area. We will offer [details about activities, workshops, or services offered] and aim to create a positive impact in the community.

We are seeking sponsorship to help cover costs associated with this program, such as [list specific expenses]. Your support would be invaluable in helping us achieve our goals and serving our community effectively.

As a sponsor, your company will receive visibility through [explain benefits, e.g., logo placement, promotional materials, etc.], allowing you to showcase your commitment to community welfare.

We would love the opportunity to discuss this partnership further and explore how we can collaborate to make this event a success. Thank you for considering our request.

Warm regards,

[Your Name]

[Your Position]

[Organization Name]