

Letter of Sponsorship Request

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, ZIP]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, ZIP]

Dear [Recipient Name],

I am writing to you on behalf of [Your Organization] to seek your support for our upcoming workshop titled "[Workshop Title]", scheduled to take place on [Date] at [Location]. This workshop aims to [briefly explain the purpose and objectives of the workshop].

Given [Recipient Organization's] commitment to [mention relevant cause/issue], we believe you would be an ideal partner in sponsoring this workshop. Your support would not only enhance the quality of the workshop but also amplify the impact on the community.

We anticipate [insert number of participants] participants, including [mention target audience]. As a sponsor, your organization will receive [mention benefits such as logo placement, promotional materials, etc.].

We kindly ask for your support in the form of [specific sponsorship amount or in-kind support] to help us achieve our goals. A detailed proposal outlining sponsorship options and benefits is attached for your review.

Thank you for considering this opportunity to make a positive difference in our community. I look forward to the possibility of partnering with you and would be happy to discuss this in further detail at your convenience.

Warm regards,

[Your Name]
[Your Title]
[Your Organization]