

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization], a non-profit organization dedicated to [brief description of your organization's mission]. We are excited to announce that we will be hosting a workshop titled "[Workshop Title]" on [Date] at [Location].

This workshop aims to [briefly explain the purpose and target audience of the workshop]. We expect to attract [number] participants, including [mention key demographics such as students, professionals, community members, etc.].

To make this event successful, we are seeking sponsorship from organizations that share our vision of [mention common goals or values]. We would be honored if [Recipient's Organization] could support us by becoming a sponsor for this workshop.

As a sponsor, your organization will receive the following benefits:

- Logo placement on all promotional materials
- Recognition during the workshop
- Opportunity to include promotional materials in attendee packets

We would greatly appreciate your support, and we are open to discussing custom sponsorship options to fit your organization's goals.

Thank you for considering our request. I look forward to the possibility of partnering with you to make this workshop a success. Please feel free to contact me at [your phone number] or [your email] for more details.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]