

Request for Sponsorship for Reading Program

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request your support as a sponsor for our upcoming Reading Program, designed to enhance literacy skills among children in our community.

The program will take place from [start date] to [end date] and aims to engage children in interactive reading sessions, workshops, and activities that foster a love for reading. Our goal is to reach [number] of children and improve their reading proficiency.

We are seeking sponsorship to cover the costs of books, materials, and event logistics. Your support will not only help us achieve our goals but also demonstrate your commitment to education and community development.

In recognition of your generosity, we will promote your organization during the events and include your logo on all promotional materials.

We hope you will consider this opportunity to make a positive impact on our community. Thank you for your time and consideration. I look forward to the possibility of partnering with you in this meaningful initiative.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]