

# Letter of Sponsorship Request

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you in great spirits. My name is [Your Name], and I am the [Your Position] at [Your Church Name]. We are reaching out to seek your support for our upcoming charity endeavor, [Event Name], which is scheduled to take place on [Event Date].

This event aims to [briefly describe the purpose of the event and its beneficiaries]. We believe that with the support of generous sponsors like [Recipient Organization], we can make a significant impact in our community.

We kindly request your sponsorship in the form of [monetary support, in-kind donations, etc.], which will greatly contribute to the success of this program. In return, your organization will be recognized as a key sponsor, receiving [mention any benefits, such as logo placement, social media shout-outs, etc.].

We would love to discuss this opportunity further with you and explore how we can partner together for this meaningful cause. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We hope you will join us in making a positive difference in our community.

Warm regards,

[Your Name]

[Your Position]

[Your Church Name]

[Your Church Address]

[City, State, Zip Code]

[Your Church Phone Number]

[Your Church Email Address]