

# Sponsorship Request for Faith-Based Graduation Event

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to you on behalf of [Organization Name], an organization dedicated to [brief description of the organization's mission]. We are excited to announce our upcoming faith-based graduation event scheduled for [event date] at [event location]. This event honors the hard work and achievements of our graduating students while fostering a sense of community and faith.

We are seeking sponsorship from local businesses and organizations like yours to help make this event a success. Your contribution would assist us with [specific needs such as venue, materials, refreshments, etc.]. In return, we would be delighted to offer you [specific benefits such as advertising in event programs, recognition during the event, etc.].

Please find attached our sponsorship proposal for more details. We would be honored to discuss this opportunity with you further. Thank you for considering supporting our faith-based graduation event.

Warm regards,

[Your Name]  
[Your Position]  
[Organization Name]