

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Sponsor's Name],

I hope this letter finds you well. I am writing to you on behalf of [Organization Name] as we prepare for an upcoming non-denominational gathering titled "[Event Name]," which is scheduled to take place on [Event Date] at [Event Location]. This event aims to [briefly describe the purpose and goals of the gathering].

We are expecting a diverse group of attendees from [mention the target audience, e.g., local community, educational institutions, etc.], and we believe that your organization aligns perfectly with our values and mission. We would be honored to have [Sponsor's Company Name] as one of our key sponsors.

As a sponsor, you will receive numerous benefits, including:

- Logo placement on all promotional materials
- Recognition during the event
- Complimentary tickets for your team
- [Any other benefits specific to your event]

We are seeking sponsorship in the amount of [insert amount] to help cover costs such as [briefly describe what the funds will be used for]. Your support will not only enhance our gathering but also demonstrate your commitment to [mention any relevant values or community impact].

Thank you for considering this opportunity. I am looking forward to the possibility of partnering with [Sponsor's Company Name] in making this gathering a success. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Warm regards,

[Your Name]

[Your Position]

[Organization Name]