

# Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Team Name]

[Team Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

**Dear [Recipient's Name],**

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] of [Team Name], a local sports team dedicated to fostering athletic talent and teamwork in our community.

We are excited to announce our upcoming awards ceremony scheduled for [Date] at [Location]. This event will celebrate the achievements of our athletes and promote sportsmanship among our team members.

We are reaching out to seek your support as a sponsor for this event. Your company's contribution will not only help us recognize the hard work and dedication of our athletes but will also showcase your commitment to community development through sports.

As a sponsor, your company will receive [mention benefits, e.g., logo placement, recognition in the program, etc.], providing valuable exposure to our community members attending the event.

We would be grateful for your support and partnership in making this ceremony a memorable occasion. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss any potential sponsorship opportunities.

Thank you for considering our request. We look forward to the possibility of partnering with [Company Name] to celebrate our athletes.

Warm regards,

[Your Name]

[Your Position]

[Team Name]