

Request for Corporate Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Non-Profit Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Corporate Sponsor Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you on behalf of [Non-Profit Organization Name], an organization dedicated to [briefly describe your mission and objectives]. We are reaching out to seek your support as a corporate sponsor for our upcoming [event/program name] scheduled for [date].

As a respected leader in [industry or community], your partnership would not only contribute significantly to our cause but also enhance your company's visibility and community engagement. We are anticipating an audience of [number of attendees] and would love to recognize your generosity in [specific sponsorship benefits, e.g., logos on materials, speaking opportunities, etc.].

We would be grateful to discuss this partnership further and explore how we can mutually benefit from this collaboration. I have included our sponsorship proposal for your review. Please feel free to contact me directly at [your phone number] or [your email address].

Thank you for considering this opportunity to make a lasting impact in our community. We look forward to the possibility of partnering with [Corporate Sponsor Name].

Sincerely,

[Your Name]

[Your Position]

[Non-Profit Organization Name]