

Request for Corporate Sponsorship

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization], a non-profit dedicated to [brief description of your organization and its mission]. We are excited to announce our upcoming charity event, [Event Name], which will take place on [Event Date] at [Event Location].

This event aims to [describe the purpose of the event and its impact]. With your support, we can make a significant difference in the lives of [brief description of beneficiaries].

We would be honored to partner with [Recipient's Company] as a corporate sponsor for this event. Your sponsorship will help cover [explain what the funds will be used for], and in return, we will promote your brand through [explain benefits such as logo placement, mentions in press releases, etc.].

Enclosed are our sponsorship levels and the benefits associated with each. We would be grateful for your consideration of becoming a sponsor at one of these levels.

Thank you for considering this opportunity to contribute to our community. I would be happy to discuss this in further detail or answer any questions you may have. Please feel free to contact me at [your phone number] or [your email address].

Warm regards,

[Your Name]
[Your Title]
[Your Organization]