

# Request for Sponsorship

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

[Date]

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

Dear [Recipient Name],

I am reaching out to you on behalf of [Organization Name], a nonprofit dedicated to [brief description of mission]. We are organizing a charity fundraiser on [date] at [location], and we would like to invite [Company/Organization Name] to become a sponsor for this wonderful event.

This event aims to [explain the purpose of the fundraiser and what the funds will support]. With your support, we can make a significant impact in our community and help those in need.

We are seeking sponsors at various levels, and we would be honored to have [Company/Organization Name] as a lead sponsor. In return for your generosity, we will provide [mention benefits such as logo placement, acknowledgment during the event, etc.].

We believe that your partnership in this initiative would not only enhance the event but also demonstrate your commitment to [mention relevant community/cause].

Please find attached our sponsorship proposal for more details. We would love the opportunity to discuss this with you further and explore how we can work together to make this event a success.

Thank you for considering this opportunity. We look forward to the possibility of collaborating with you for a greater cause!

Sincerely,  
[Your Name]  
[Your Position]  
[Organization Name]