

Application for Community Service Sponsorship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to you on behalf of [Your Organization/Project Name], where we are dedicated to [briefly describe purpose and mission]. We are seeking sponsorship to support our upcoming community service project, [Project Name], which aims to [describe the goals and impact of the project].

This project will take place on [dates of the project] at [location]. We anticipate [number] volunteers participating, and we expect to make a significant positive impact on our community by [describe the expected outcomes].

We are requesting sponsorship from [Recipient's Organization Name] to help cover costs such as [list specific items needed, like supplies, transportation, refreshments, etc.]. In return, we would be happy to recognize your sponsorship through [mention how you will promote the partnership, like logos on materials, social media mentions, etc.].

We believe that your support would not only benefit our project but also align with [Recipient's Organization Name]'s commitment to community service and engagement. We would be grateful for the opportunity to discuss this further and explore how we can work together to improve our community.

Thank you for considering our request. I look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Position, if applicable]
[Your Organization Name]