

# Inquiry for Community Service Sponsorship

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Position/Title]  
[Recipient's Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about potential sponsorship opportunities for a community service project organized by [Your Organization/School Name]. Our initiative, titled "[Project Title]," aims to [briefly describe the purpose and goals of the project].

As we strive to make a positive impact in our community, we believe that partnering with [Recipient's Organization Name] would be mutually beneficial. Your support would greatly assist in [explain how their sponsorship will help, e.g., funding supplies, community outreach, etc.].

We are seeking sponsorship in the form of [money, materials, services, etc.], and would greatly appreciate the opportunity to discuss this collaboration further. Please let us know if you would be open to a meeting or if you require additional information about the project.

Thank you for considering our request. We look forward to the possibility of working together to make a positive difference in our community.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Organization/School Name]