

Request for Community Service Sponsorship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [your position, e.g., a student at XYZ School, a member of ABC Community Organization, etc.]. We are in the process of organizing a community service project titled "[Project Title]," which aims to [briefly explain the purpose of the project, e.g., help the homeless, clean up a local park, provide educational resources, etc.].

As we seek to make a positive impact in our community, we are reaching out to local businesses and organizations for support. We would be grateful if [Company/Organization Name] could consider sponsoring our project through [mention specific needs, e.g., financial contributions, donations of materials, volunteers, etc.].

In return for your generosity, we would be pleased to acknowledge your support through [mention how you will recognize sponsors, e.g., logos on promotional materials, social media shoutouts, etc.], showcasing your commitment to community improvement.

We would love the opportunity to discuss this sponsorship further and explore how we can work together to make a difference. Please feel free to reach out to me at [your phone number] or [your email address]. Thank you for considering our request.

Warm regards,

[Your Name]

[Your Position/Organization Name]