

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Sponsor's Name],

I am writing to you on behalf of [Organization Name] to request your support as a sponsor for our upcoming charity event, [Event Name], scheduled to take place on [Event Date] at [Event Location]. This event aims to [briefly explain the purpose of the event and who it will benefit].

We anticipate that this event will attract [number] attendees, providing a unique opportunity for your brand to gain visibility and connect with the community. As a recognized leader in [Sponsor's Industry], your partnership would greatly enhance our efforts and show your commitment to [cause].

We have several sponsorship levels available, including [list sponsorship levels and brief perks for each]. We would be thrilled to discuss how we can promote your brand during the event and beyond.

Thank you for considering our request. I hope to discuss this partnership opportunity with you further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Organization Name]