

# Request for Sponsorship

[Your Name]

[Your Position]

[NGO Name]

[NGO Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Dear [Recipient's Name],

I hope this letter finds you in great spirits. My name is [Your Name], and I am the [Your Position] at [NGO Name], an organization dedicated to [briefly describe NGO mission, e.g., improving education for underprivileged children].

We are organizing [Event Name], scheduled to take place on [Event Date], aimed at [briefly describe the event's purpose]. This event not only provides a platform for [describe participants or audience], but also creates a significant impact on [mention the beneficiaries or community].

We are reaching out to seek your generous sponsorship to help make this event successful. Your support will directly contribute to [mention specific outcomes, e.g., materials, venue, transportation for beneficiaries]. In recognition of your contribution, we are pleased to offer [describe sponsorship benefits, e.g., logo placement, acknowledgments during the event, promotional opportunities].

We believe that your values align with our mission, and your involvement will signal strong support for [mention cause or community impact]. Please find attached a detailed sponsorship proposal for your review.

Thank you for considering our request. I would be happy to discuss this further at your convenience. We look forward to the possibility of partnering with you to make a difference.

Warm regards,

[Your Name]

[Your Position]

[NGO Name]