

Request for Sponsorship

[Your Name]

[Your Position]

[NGO Name]

[NGO Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor's Name]

[Sponsor's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I am writing to you on behalf of [NGO Name], a non-profit organization dedicated to [brief description of the NGO's mission]. We are excited to announce our upcoming scholarship program aimed at [brief description of the program and its goals].

As we strive to provide opportunities for underprivileged students, we are seeking sponsorship to help fund this vital program. Your support would directly impact the lives of [number of students] students by providing them with access to quality education and resources.

We would be honored to partner with [Company/Organization Name] in this initiative, recognizing your contribution through various promotional materials, events, and our website. Together, we can make a significant difference in our community.

We would appreciate the opportunity to discuss this further and explore how we can work together to ensure the success of this program. Thank you for considering our request, and we look forward to the possibility of collaborating with you.

Sincerely,

[Your Name]

[Your Position]

[NGO Name]