

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[NGO Name]

[NGO Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

We are writing to request your support as a sponsor for our upcoming capacity building workshop organized by [NGO Name]. This workshop aims to enhance the skills and knowledge of our team, ensuring we can better serve our community and achieve our mission.

The workshop will take place on [Insert Date] at [Insert Venue]. It will feature expert speakers, interactive sessions, and networking opportunities designed to empower participants with essential tools for effective outreach and engagement.

As a leading organization in [Industry/Field], your support will be invaluable in helping us achieve our goals. We would greatly appreciate your sponsorship in the form of [financial support, in-kind donations, etc.], which will directly contribute to the success of this initiative.

In recognition of your generous support, we would like to offer [mention benefits, such as logo placement, promotional opportunities, etc.]. We believe that a partnership between [NGO Name] and [Company Name] will not only highlight your commitment to community development but also strengthen your brand presence.

We hope to discuss this opportunity further and explore how we can work together for a greater impact. Please feel free to contact me at [Your Phone Number] or [Your Email] to arrange a meeting at your convenience.

Thank you for considering our request. We look forward to the possibility of partnering with you to empower our community.

Sincerely,

[Your Name]

[Your Position]

[NGO Name]