

# Subject: Sponsorship Request for Disaster Preparedness Workshop

Dear [Sponsor's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your NGO's Name], an organization dedicated to enhancing community resilience through disaster preparedness and response initiatives.

We are excited to announce our upcoming Disaster Preparedness Workshop scheduled for [Date] at [Location]. This workshop aims to equip local communities with essential skills and knowledge to effectively respond to emergencies, ultimately saving lives and minimizing losses.

We are reaching out to seek your support as a sponsor for this important event. By partnering with us, you will play a significant role in helping build safer communities and promoting disaster resilience. Specifically, your sponsorship will help cover costs related to venue rental, materials, and participant logistics.

In recognition of your generous support, we would be pleased to feature your organization's logo on promotional materials, event banners, and during the workshop presentations. This is an excellent opportunity to showcase your commitment to community welfare and corporate social responsibility.

We would love to discuss potential sponsorship opportunities further and answer any questions you may have. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. Together, we can make a meaningful impact in our community.

Sincerely,

[Your Name]  
[Your Position]  
[Your NGO's Name]  
[Phone Number]  
[Email Address]