

# Sample Letter of Sponsorship Solicitation

Date: [Insert Date]

[Your Name]

[Your Title]

[NGO Name]

[NGO Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Sponsorship Opportunity for Participatory Governance Workshop**

Dear [Recipient Name],

I hope this letter finds you well. I am writing to you on behalf of [NGO Name], an organization committed to enhancing participatory governance and empowering communities through dialogue and collaboration.

We are excited to announce our upcoming workshop on participatory governance, scheduled for [insert date] at [insert venue]. This event aims to bring together community leaders, policymakers, and citizens to discuss and promote effective governance practices.

We are seeking sponsorship to help make this workshop a success. Your support would not only contribute to the success of this important initiative but also position [Company/Organization Name] as a leader in community engagement and social responsibility.

We offer various sponsorship packages, which include benefits such as:

- Brand visibility during the event
- Recognition in all workshop materials
- Complimentary tickets for your team
- Opportunities to engage with participants

We would be grateful for the opportunity to discuss potential sponsorship options with you and explore how we can mutually benefit from this collaboration. Please feel free to reach out to me directly at [insert phone number] or [insert email address].

Thank you for considering this opportunity to support participatory governance in our community. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[NGO Name]