

# Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Sponsor's Name]

[Sponsor's Title]

[Sponsor's Company Name]

[Company Address]

[City, State, Zip Code]

**Dear [Sponsor's Name],**

I am writing to you on behalf of [Organization Name], a non-profit organization dedicated to [briefly describe your cause]. We are excited to announce our upcoming charity fundraiser event, [Event Name], scheduled for [Event Date] at [Event Location].

This event aims to [briefly explain the event's purpose and expected outcomes]. We expect to attract [number] attendees, including members of the community, local businesses, and media representatives. Your support can significantly impact our efforts and help us achieve our goals.

We are seeking sponsorship for this event and would be honored to have [Sponsor's Company Name] as one of our key sponsors. In return for your support, we offer the following benefits:

- Logo placement on event materials
- Recognition during the event
- Social media promotion
- Complimentary tickets to the event

Your participation will not only enhance the event but also demonstrate your commitment to [cause or community]. Enclosed with this letter is our sponsorship proposal with more details regarding the event and sponsorship levels.

Thank you for considering this opportunity to make a meaningful contribution to [briefly reiterate cause]. We hope to hear from you soon and look forward to the possibility of partnering with [Sponsor's Company Name] for this worthy cause.

Sincerely,

[Your Name]

[Your Title]  
[Organization Name]

Enclosure: Sponsorship Proposal