

# Letter of Sponsorship Request

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor's Name]

[Sponsor's Title]

[Sponsor's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I am writing to invite [Sponsor's Company Name] to partner with us as a sponsor for our upcoming charitable workshop entitled "[Workshop Title]," scheduled for [Date] at [Location]. Our workshop aims to empower [target audience] through [brief description of workshop objectives].

As a key player in the community, we believe that your support could greatly enhance the success of this workshop. We are seeking sponsors to help cover costs associated with [specific needs, e.g., materials, speakers, venue]. In return, we offer [incentives for sponsors, e.g., brand visibility, promotional opportunities].

We would be honored to have you join us in this meaningful initiative that aligns with your commitment to [mention any alignment with sponsor's values or mission]. Please find attached our detailed sponsorship proposal for your consideration.

Thank you for considering our request. I look forward to the possibility of partnering with [Sponsor's Company Name] to make a positive impact in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]