

# Request for Sponsorship

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization], a non-profit organization dedicated to [briefly describe your mission and work]. We are currently organizing [describe the event or initiative], which aims to [state the goals of the initiative].

The event is scheduled to take place on [date] at [location], and we expect to draw [estimated number of participants] attendees. We believe that with your support, we can make a meaningful impact on [describe target beneficiaries].

We are seeking sponsors who are passionate about [relevant cause] and can help us in achieving our objectives. In return for your sponsorship, we can offer [describe benefits for the sponsor, such as logo placement, promotional opportunities, etc.].

We would be grateful if you could consider sponsoring our initiative. Together, we can make a difference in our community and beyond. Please feel free to contact me directly at [your phone number] or [your email address] to discuss this opportunity further.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]