

Request for Sponsorship

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor's Name]

[Sponsor's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Sponsor's Name],

We are excited to announce our upcoming charity event, [Event Name], which will take place on [Event Date] at [Event Location]. This event aims to [brief description of the cause or purpose of the event]. We anticipate an attendance of [expected number of attendees], and we are seeking sponsorship to help make this event a success.

Your generous support will enable us to [specific use of funds, e.g., cover venue costs, provide meals, etc.]. In return, we offer various sponsorship packages, including [list brief details of sponsorship levels and benefits, e.g., logo placement, promotional opportunities, etc.].

We believe that partnering with [Sponsor's Company Name] would not only enhance the event but also provide you with a platform to showcase your commitment to [pertinent value or cause].

We would be honored to have your support for [Event Name]. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this opportunity further. Thank you for considering our request.

Warm regards,

[Your Name]

[Your Title]

[Organization Name]