

Request for Sponsorship

Date: [Insert Date]

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

[Sponsor's Name]
[Sponsor's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this letter finds you well. I am writing to you on behalf of [NGO Name], an organization dedicated to [briefly describe the mission of the NGO]. We are currently planning an initiative aimed at [describe the initiative] and we are seeking sponsorship to support our efforts.

This initiative will [explain the significance of the initiative and its expected impact]. We believe that with your support, we can make a substantial difference in our community.

We are seeking a sponsorship of [mention the amount or type of sponsorship you are looking for] which will be utilized for [explain how the funds will be used]. In recognition of your generous support, we will [describe the benefits of sponsorship, such as logo placement, recognition in promotional materials, etc.].

We would be grateful for the opportunity to discuss this proposal further and explore how we can collaborate for a greater cause. Thank you for considering our request.

Warm regards,

[Your Name]
[Your Position]
[NGO Name]