

# Letter of Sponsorship Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

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

I hope this message finds you well. I am writing to request your support as a sponsor for our upcoming charity event, [Event Name], which will take place on [Event Date] at [Event Location]. This year, we are aiming to raise funds for [Cause/Beneficiary], which is integral to [explain the importance of the cause].

Your sponsorship would not only greatly enhance the success of our event but will also provide your company with valuable exposure in our community. We expect to attract [Number of Attendees] attendees, with diverse representation from [audiences/target groups].

By becoming a sponsor, your company will receive the following benefits:

- [Benefit 1]

- [Benefit 2]

- [Benefit 3]

Please find attached our sponsorship proposal that outlines the different sponsorship levels available and the associated benefits. We would be sincerely grateful for any support you can provide, whether it be a monetary contribution or in-kind donations.

Thank you for considering this opportunity to make a positive impact in our community. I would be happy to discuss this further and answer any questions you may have. I look forward to the possibility of partnering with you for this important event.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]  
[Your Phone Number]  
[Your Email Address]