

Fundraising Sponsorship Request for Community Event

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization] as we prepare for our upcoming community event, [Event Name], scheduled for [Event Date] at [Event Location]. This event aims to [briefly describe the purpose of the event, e.g., raise funds for a local charity, promote community engagement, etc.].

To make this event successful, we are seeking sponsorships from local businesses and community leaders. We believe that [Recipient's Business/Organization Name] would be an invaluable partner in this endeavor. Your sponsorship will not only help us secure the resources we need, but it will also enhance your visibility within the community.

We are looking for various levels of sponsorship, which are detailed in the attached sponsorship packet. Each level includes different benefits such as logo placement on event materials, recognition during the event, and promotional opportunities through our marketing channels.

We would be thrilled to have [Recipient's Business/Organization Name] as a key sponsor and partner in this event. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] if you have any questions or would like to discuss the sponsorship opportunities further.

Thank you for considering our request. Together, we can make a lasting impact on our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]