

# Request for Sponsorship

Date: [Insert Date]

[Your Name]  
[Your Position]  
[School Name]  
[School 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 message finds you well. I am writing to you on behalf of [School Name] to seek your support for our upcoming [Program Name], which will take place on [Event Date]. This program aims to [briefly describe the program's purpose and benefits].

To make this event successful, we are reaching out to potential sponsors who share our commitment to [mention any relevant community or educational goals]. We are seeking a sponsorship of [specific amount or in-kind support], which will assist in [describe how the funds will be used].

As a respected member of our community, your support would not only benefit our students but also provide your company with valuable exposure and recognition. We would be happy to include your company's logo on promotional materials and provide opportunities for your team to engage with our students during the event.

We would be grateful for the opportunity to discuss this sponsorship further. Please feel free to contact me at [your phone number] or [your email] to arrange a meeting.

Thank you for considering this opportunity to make a difference in our students' lives.

Sincerely,

[Your Name]  
[Your Position]  
[School Name]