

Letter of Sponsorship Request

Date: [Insert Date]

[Sponsor's Name]

[Sponsor's Title]

[Company/Organization Name]

[Company Address]

Dear [Sponsor's Name],

My name is [Your Name], and I am [Your Position] at [School Name]. We are reaching out to local businesses to seek sponsorship for our upcoming school project, [Project Name], which aims to [brief description of project goals and significance].

This project not only enhances the learning experience of our students but also strengthens community engagement by [describe community impact]. To successfully execute this initiative, we are looking for a sponsor to support us with [list specific needs like funding, materials, etc.].

As a token of our appreciation, we would be delighted to feature your company's name/logo prominently in all project materials, press releases, and during any related events. This partnership will provide your organization valuable exposure and showcase your commitment to supporting education in our community.

We would love to discuss this opportunity further and explore how we can work together. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We look forward to the possibility of partnering with you to make a positive impact on our students and community.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Address]