

Event Sponsorship Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Organization Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are reaching out to you on behalf of [Organization Name], a grassroots organization dedicated to [brief description of your mission and goals]. We are excited to announce our upcoming fundraising event, [Event Name], scheduled for [Event Date] at [Event Location]. This event aims to [briefly explain the purpose of the event and its significance].

To make this event a success, we are seeking sponsorship from organizations that share our commitment to [briefly mention common goals/values]. We would be grateful if [Company Name] could consider sponsoring our event and helping us achieve our fundraising goal of [amount]. Your support will enable us to [explain how funds will be used].

As a valued sponsor, your company will receive [mention benefits: logo placement, promotional opportunities, recognition during the event, etc.]. We believe this partnership can highlight [Company Name]'s commitment to community engagement and social responsibility.

We would love to discuss this opportunity further and explore how we can acknowledge your generous support. Please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for considering our request, and we hope to partner with you to make a difference in our community.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]