

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are committed to improving mental health awareness and access to resources within our community, and we are reaching out to request your support for our [specific program or initiative name].

This program aims to [briefly describe the objectives and goals of the program]. We believe that with your support, we can make a significant impact in the lives of many individuals struggling with mental health challenges.

We are seeking sponsorship to help cover [mention specific needs such as materials, training, workshops, etc.]. By partnering with us, your organization will benefit from [mention potential benefits for the sponsor, such as visibility, community goodwill, etc.].

We would greatly appreciate the opportunity to discuss this partnership further. Please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for considering our request, and we look forward to the possibility of working together to support mental health in our community.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]