

# Letter of Sponsorship Request

Date: [Insert Date]

[Donor's Name]

[Donor's Title]

[Donor's Company/Organization]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

I hope this message finds you well. I am writing to request your generous support for our upcoming Digital Literacy Program event, scheduled for [insert date] at [insert venue]. This event aims to enhance digital skills among community members, including students, teachers, and professionals.

As technology becomes increasingly vital in our daily lives, equipping individuals with the necessary digital skills is more important than ever. Our program will include workshops, hands-on activities, and guest speakers who are experts in the field of digital literacy.

Your partnership as a sponsor will not only help us cover event costs but also demonstrate your commitment to empowering our community through education. We are seeking sponsorship at various levels, and we would be grateful for any contribution you can make.

In recognition of your support, we will feature your organization's logo on our promotional materials, social media announcements, and at the event itself. We would love to discuss this opportunity further and explore how we can collaborate for mutual benefit.

Thank you for considering our request. We look forward to the possibility of working together to make this event a success.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]