

Letter of Sponsorship Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Non-Profit Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Sponsor's Name]

[Sponsor's Title]

[Sponsor's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

We are reaching out to invite you to partner with [Non-Profit Organization Name] as a valued sponsor for our upcoming event, [Event Name], scheduled for [Date]. This event aims to [briefly describe the purpose of the event and its impact].

As a leading organization in [relevant field/industry], your support would be instrumental in helping us achieve our goals. We are seeking sponsors to help cover the costs of [explain specific needs, such as venue, materials, etc.]. In return, we offer [details of sponsorship benefits, such as advertising opportunities, logo placement, etc.].

We believe that your involvement in our event will not only enhance our mission but also provide exposure and positive recognition for [Sponsor's Company Name].

We would love the opportunity to discuss this sponsorship further with you. I am happy to arrange a meeting at your convenience.

Thank you for considering this opportunity to make a difference in our community. We look forward to the possibility of partnering with you.

Sincerely,

[Your Name]

[Your Title]

[Non-Profit Organization Name]