

# Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[School Name]

[School Address]

[City, State, Zip Code]

[Sponsor's Name]

[Sponsor's Company]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

We are excited to announce that [School Name] will be hosting our annual Sports Day on [Date]. This event aims to promote physical fitness, teamwork, and sportsmanship among our students and community.

To make this event successful, we are seeking sponsorship from local businesses like yours. Your support will not only help us cover costs associated with organizing the event, but it will also provide you with an opportunity to promote your brand within our community.

In return for your sponsorship, we would be delighted to offer you the following benefits:

- Company logo displayed on event banners
- Prominent mention in our event program
- Social media shout-outs leading up to the event
- Recognition during the event

We are looking for sponsorship in the form of financial support, in-kind donations, or prizes for our participants. Any contribution will be greatly appreciated and will go a long way in making our Sports Day a memorable occasion.

If you have any questions or would like to discuss this sponsorship opportunity further, please feel free to reach me at [Your Phone Number] or [Your Email Address]. We hope to partner with you to make this event a success!

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Position]  
[School Name]