

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title]

[School Name]

[School Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Sponsor's Name],

I hope this letter finds you well. I am writing to you on behalf of [School Name] to request your support as a sponsor for our upcoming fundraising event, [Event Name], which will take place on [Event Date]. The funds raised during this event will directly benefit our students and programs.

We are expecting [number of attendees] attendees, and your sponsorship would not only help us reach our fundraising goals but also provide your company with visibility within our school community. We would be delighted to feature your logo on our promotional materials and during the event.

We have several sponsorship levels available, which include [briefly outline the levels and benefits]. We would also be happy to discuss any specific ideas you may have for supporting our event.

Thank you for considering this opportunity to partner with us for the benefit of our students. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

We look forward to the possibility of working together to make [Event Name] a success!

Sincerely,

[Your Name]

[Your Title]

[School Name]