

# Request for Sponsorship

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

Dear [Recipient's Name],

I hope this letter finds you in good health and spirits. My name is [Your Name], and I am the [Your Position] at [Your Organization/Community Name]. We are writing to seek your support as we embark on a community recovery initiative aimed at [briefly describe the purpose of the recovery efforts, e.g., rebuilding after a disaster, restoring local services, etc.].

The recent events have greatly impacted our community, and we are committed to rebuilding and supporting those affected. Our initiative includes [provide a brief overview of the activities you plan to undertake], and we are reaching out to local businesses and organizations to seek sponsorship and partnership opportunities.

We believe that your support would make a significant impact on our efforts. In return, we would be happy to recognize your company as a key sponsor through [mention how you will acknowledge their support, e.g., promotional materials, social media mentions, event signage, etc.].

We would be grateful for any contribution you could make, whether it be financial support, in-kind donations, or volunteering your time and expertise. Together, we can create a positive change in our community.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information. We hope to partner with you in making a difference in our community.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Organization Address]