

Corporate Sponsorship Request

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor's Name]

[Sponsor's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I am writing to you on behalf of [Organization Name], a dedicated organization committed to [briefly describe your organization's mission and goals]. We are excited to announce our upcoming community project, [Project Name], which will take place on [date] at [location]. This project aims to [briefly explain the purpose and benefits of the project].

To bring this project to fruition, we are seeking the support of local businesses and organizations. We believe that [Company Name] shares our vision of making a positive impact in our community, and we would be honored to partner with you in this endeavor.

We are looking for sponsorship in the form of [describe the type of support needed, e.g., financial contribution, in-kind donations, etc.], which will enable us to [explain what the support will help you achieve]. In return, we will ensure that [Company Name] receives recognition for its generosity through [describe the promotional opportunities, e.g., signage, press releases, social media mentions, etc.].

We would be grateful for the opportunity to discuss this partnership further and explore how we can collaborate to create lasting benefits for our community. Please feel free to contact me directly at [your phone number] or [your email address] to arrange a meeting at your convenience.

Thank you for considering our request. We look forward to the possibility of partnering with [Company Name] for this meaningful project.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]