

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support as a sponsor for our upcoming non-profit event, [Event Name], which is scheduled to take place on [Event Date] at [Event Location]. This event aims to [Briefly state the purpose of the event and its importance to the community].

Your generous sponsorship will help us cover the costs associated with [list specific expenses, such as venue rental, materials, or program costs]. In return for your sponsorship, we would be happy to provide [list benefits for the sponsor, such as promoting their business in event materials, social media, etc.].

Thank you for considering our request. I look forward to the possibility of partnering with [Recipient's Organization] and working together to make a difference in our community.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]