

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you on behalf of [Your Organization], a non-profit organization committed to [briefly describe your organization's mission]. We are excited to announce our upcoming charity fundraiser, [Event Name], which will take place on [Event Date] at [Event Location]. This event aims to [briefly explain the purpose of the fundraiser and how the funds will be used].

We are seeking sponsors who believe in our mission and would be willing to support our efforts. Your organization has a fantastic reputation in the community, and we would be honored to have you as one of our sponsors.

As a sponsor, your company will receive the following benefits: [list benefits such as logo placement, promotional opportunities, etc.]. This is a wonderful opportunity for your brand to demonstrate its commitment to [related cause] while gaining visibility in the community.

We offer various sponsorship levels to fit all budgets, including [list sponsorship levels and benefits]. We would love to discuss these options with you and see how we can work together to make a difference.

Thank you for considering this opportunity to partner with us in support of [cause]. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] if you have any questions or would like to arrange a meeting.

Warm regards,

[Your Name]
[Your Position]
[Your Organization]