

# Sponsorship Request for Language Program

Date: \_\_\_\_\_

To,

[Sponsor's Name]

[Sponsor's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this letter finds you in good health and spirits. My name is [Your Name], and I am [Your Position or Title] at [Your Institution/Organization]. We are currently organizing a language program aimed at [Brief description of the program and its objectives].

To successfully execute this program, we are seeking sponsorship to cover expenses related to [List specific costs - materials, instructors, venue, etc.]. We believe that your support could significantly enhance the impact of this initiative, benefiting both the participants and the community as a whole.

In return for your generous support, we would be pleased to offer [Outline any benefits or recognition for the sponsor, such as logo placement, mentions in promotional materials, etc.].

We would be honored to have your organization as a partner in this educational endeavor. I would welcome the opportunity to discuss this further and explore how we can work together to make this program a success.

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

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Phone Number]

[Email Address]