

# Request for Sponsorship

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization]  
[Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to seek your support in the form of sponsorship for our upcoming Literacy Education Campaign, which aims to improve literacy rates among children and adults in [specific community/region].

Our campaign will provide essential resources, workshops, and educational materials to empower individuals with the skills they need to succeed. We believe that with your support, we can make a meaningful impact in our community.

We would be honored to feature your organization as a key partner in this initiative, and we are happy to discuss various sponsorship levels to ensure that our partnership aligns with your charitable goals.

Thank you for considering this opportunity to invest in the future of our community. I look forward to the possibility of working together to promote literacy and education.

Sincerely,

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