

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title]

[Non-Profit Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Sponsor's Name]

[Sponsor's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this message finds you well. I am writing on behalf of [Non-Profit Organization Name], a dedicated non-profit organization committed to [briefly describe mission or purpose]. We are excited to announce our upcoming community event, [Name of Event], scheduled for [Date] at [Location].

This event aims to [describe goals of the event and its benefit to the community]. We anticipate an attendance of [expected number of participants] community members, including families, local businesses, and supporters. To make this event a success, we are seeking sponsorship from businesses that share our commitment to [common goal or community benefit].

We would be honored to have [Company Name] as a key sponsor. Your support will not only help us achieve our goal of [specific goal] but also provide your company with visibility and engagement opportunities within the community. In recognition of your generosity, we would like to offer [outline benefits of sponsorship, e.g., logo placement, speaking opportunity, etc.].

We have included various sponsorship levels for your consideration. Please see the attached document for more details. We would gratefully accept any support you can provide, and we are open to any collaboration ideas you might have.

Thank you for considering our request. I would love the opportunity to discuss this further and explore how we can work together for the benefit of our community. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]

[Your Title]

[Non-Profit Organization Name]