

# Letter of Sponsorship Solicitation

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

Your Name  
Your Title  
Your Organization Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number

Recipient Name  
Recipient Title  
Company/Organization Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

We are reaching out to seek your support for an exciting local initiative--[Project Name]. This project aims to [briefly describe the project's purpose and goals]. We believe that with the involvement of community-minded organizations such as [Recipient Organization Name], we can greatly impact our community.

The project is set to take place on [date(s)], at [location]. To accomplish our goals, we are looking for sponsors to help fund various aspects including [list specific needs, e.g., materials, venue costs, etc.]. Your contribution will not only support our efforts but also highlight your commitment to [mention the cause or community benefit].

In return for your sponsorship, we would be happy to recognize your organization through [mention any promotional opportunities, e.g., logos on materials, social media shout-outs, etc.].

We would love the opportunity to discuss this in further detail and explore how we can partner for this beneficial cause. Please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this opportunity to positively impact our community. We look forward to the possibility of working together!

Warm regards,

Your Name  
Your Title  
Your Organization Name