

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Business Owner's Name],

I hope this message finds you well. I am writing to you on behalf of [School Name], where we are excited to announce our upcoming fundraising event aimed at [describe purpose, e.g., enhancing school facilities, supporting extracurricular activities, etc.].

Your support as a local business is invaluable to us. We would be thrilled to partner with you as a sponsor for our event, scheduled for [event date]. Your contribution will not only help us achieve our fundraising goals but will also promote your business within our community.

We offer several sponsorship levels, including:

- Gold Sponsor: [Description/Benefits]
- Silver Sponsor: [Description/Benefits]
- Bronze Sponsor: [Description/Benefits]

As a sponsor, your business will receive [mention specific benefits, e.g., advertisement in event materials, recognition on our website, etc.].

We kindly ask you to consider supporting us by becoming a sponsor. For more details about sponsorship opportunities, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this opportunity to make a positive impact in our community.

Warmest regards,

[Your Name]

[Your Position]

[School Name]