

Request for Sponsorship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[University/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to seek your support for my upcoming research project titled "[Project Title]," which aims to [briefly describe the purpose of your research]. As a [Your Year] student in the [Your Department] at [Your University], I am passionate about [describe your field of interest or relevance of the project].

This research is particularly important because [explain the significance of the research]. I believe that with your sponsorship, we can [mention the impact or expected outcomes of the research].

I am seeking a total of [amount] to cover [briefly outline the costs: materials, travel, etc.]. In return for your sponsorship, I would be happy to [provide recognition, presents reports, etc.].

Thank you for considering my request. I would be grateful for the opportunity to discuss this project further and explore ways in which we could collaborate. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]