

# Letter of Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Nonprofit Organization Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you on behalf of [Nonprofit Organization Name], a nonprofit organization dedicated to [briefly describe mission and goals]. We are excited to announce our upcoming community project, [Project Name], which aims to [briefly describe the purpose and impact of the project].

This project is scheduled to take place on [project date or duration] at [location]. We anticipate reaching [number] community members, and we believe it will significantly contribute to [describe the expected outcomes for the community].

We would be honored to partner with [Company Name] as a sponsor for this initiative. Your support would not only help us execute this project effectively but also demonstrate your commitment to [describe how the company's values align with the project]. In return, we would be happy to promote your brand through various channels including [mention promotional activities, e.g., banners, social media, newsletters].

We are seeking sponsorship in the amount of [specific amount or type of support]. However, any support that you can provide would be immensely appreciated and would go a long way in impacting our community.

Thank you for considering this opportunity to make a positive difference. I would welcome the chance to discuss this proposal further at your convenience. Please feel free to contact me at [your phone number] or [your email].

Warm regards,

[Your Name]

[Your Position]

[Nonprofit Organization Name]