

Civic Engagement Sponsorship Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

My name is [Your Name] and I am [Your Position] at [Your Organization/Community Group]. We are dedicated to enhancing our community through various local projects aimed at [briefly describe the purpose of your group]. I am reaching out to seek your support in the form of sponsorship for our upcoming project titled "[Project Name]."

This project aims to [describe the project's goals and benefits to the community]. We believe that with your support, we can make a significant impact and bring our community closer together.

We are seeking sponsorship of [specify amount or resources needed], which will be allocated to [briefly outline how the funds/resources will be used]. In return for your support, we would be happy to provide [mention any sponsorship benefits, such as logos on promotional materials, mentions in press releases, etc.].

We would be grateful for the opportunity to discuss this further with you and explore how we can work together to create a lasting positive impact in our community. Thank you for considering our request. I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]