

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you on behalf of [Your Organization] to request your sponsorship for our upcoming Senior Community Program scheduled to take place on [Event Date]. This program aims to [briefly describe the purpose and benefits of the program].

Your support would be invaluable in helping us achieve our goals and make a positive impact in our community. We would be honored to have [Recipient Organization's Name] as a key sponsor of this initiative.

We would be grateful for any financial or in-kind support you could provide. In return, we would ensure that your organization receives recognition through our promotional materials and at the event itself.

Thank you for considering our request. I look forward to discussing this opportunity with you further.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]