

# Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am [Your Name], [Your Position] at [Your Organization]. We are organizing an interpersonal skills workshop titled "[Workshop Title]" scheduled for [Date] at [Location]. This workshop aims to enhance communication, teamwork, and leadership skills among participants.

We believe that your support as a sponsor could greatly enhance the success of this event. We are seeking a sponsorship of [amount or type of support], which will help cover expenses related to venue, materials, and refreshments for our attendees.

In return for your generous support, we would like to offer you [details of what you can offer in return, e.g., logo placement, promotional opportunities, etc.].

We would be thrilled to have [Recipient's Organization] on board as a partner in this initiative and we are confident that together we can make a positive impact in our community.

Thank you for considering our request. I would welcome the opportunity to discuss this further and explore how we can collaborate. Please feel free to contact me at [Your Phone Number] or [Your Email].

Warm regards,

[Your Name]

[Your Position]

[Your Organization]