

Request for Sponsorship

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor's Name]

[Sponsor's Title]

[Sponsor's Company]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization] as we prepare for our upcoming charity event, [Event Name], which will take place on [Event Date] at [Event Location]. The event aims to [briefly describe the purpose of the event and beneficiary].

We are seeking sponsors who share our passion for [cause or mission]. Your support would not only help us achieve our goals but also showcase your commitment to giving back to the community. We would like to discuss the possibility of [Sponsor's Company] becoming a sponsorship partner for this meaningful event.

In return for your generous support, we would provide [explain what you can offer in return, such as logo placement, promotional opportunities, etc.]. We believe this partnership would greatly benefit both our organization and [Sponsor's Company].

We would love the opportunity to discuss this sponsorship in further detail. Please let us know a convenient time for us to meet or speak over the phone. Thank you for considering our request, and I look forward to your positive response.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]