

Letter of Sponsorship Request

Date: [Insert Date]

[Your Name]
[Your Position]
[School Name] PTA
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

On behalf of the [School Name] Parent-Teacher Association (PTA), I am reaching out to seek your support for our upcoming event, [Event Name], scheduled on [Event Date]. This event aims to [briefly describe the purpose of the event, e.g., raise funds for school supplies, enhance student programs, etc.].

We are looking for sponsors who can help us make this event a success. Your generous contribution will allow us to [describe what the sponsorship will help achieve, e.g., cover event costs, provide resources, etc.]. In return, we would be proud to showcase your business as a key sponsor, providing significant visibility to our school community.

Attached to this letter, you will find additional details regarding sponsorship levels and the benefits of partnering with us.

We would be grateful if you would consider this opportunity to support our school and its students. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Thank you for considering our request. We hope to partnership with you to make [Event Name] a memorable event for our students and the community.

Warm regards,

[Your Name]
[Your Position]
[School Name] PTA