

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

## **Subject: Request for Travel Sponsorship for Local Charities**

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Title/Position] at [Your Organization/Charity Name]. We are dedicated to [brief description of your organization's mission and goals].

We are excited to announce an upcoming initiative, [Event Name], which aims to [describe the purpose and importance of the event]. This initiative will benefit [explain how the event will help local charities or communities].

To make this event a success, we are seeking sponsorship support to cover travel expenses for our volunteers and participants. We believe your organization shares our commitment to community service and would be a perfect partner in this endeavor.

In return for your generous sponsorship, we will prominently feature your company's name and logo on all promotional materials, our website, and during the event, showcasing your support of local charities to a broader audience.

We would greatly appreciate the opportunity to discuss this partnership further. Thank you for considering our request. I look forward to your positive response.

Warm regards,  
[Your Name]  
[Your Title/Position]  
[Your Organization/Charity Name]