

# Donation Request for Sponsorship

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Title]  
[Radio Station Name]  
[Radio Station Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Title] at [Your Organization]. We are dedicated to [briefly describe your organization's mission and objectives].

We are reaching out to request your support for our upcoming event [Event Name] scheduled for [Event Date]. This event aims to [describe the goal of the event and its impact on the community]. We believe that your station, known for its commitment to [mention any relevant community involvement], would be an ideal partner in this venture.

We would greatly appreciate your consideration in sponsoring this event. In return for your sponsorship, we would like to offer [explain any promotional opportunities or benefits for the radio station]. This partnership would not only enhance the event but also provide a great opportunity for your station to engage with the community.

We would be delighted to discuss this opportunity further and explore how we can work together for a successful event. Thank you for considering our request. I look forward to the possibility of collaborating with [Radio Station Name].

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]