

# Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support as a sponsor for our upcoming Volunteer Recruitment Drive, scheduled for [insert date] at [insert location]. Our organization, [Your Organization], is dedicated to [briefly describe your organization's mission and goals].

The Volunteer Recruitment Drive aims to engage community members and inspire them to join our initiatives that help [describe the impact of your organization's work]. We expect [insert expected number of attendees], and together with your support, we can make this event successful and impactful.

We are seeking sponsorships to help cover the costs associated with the event, including [list key costs such as venue rental, materials, refreshments, etc.]. In return, we offer [describe the benefits of sponsorship, such as logo placement, recognition during the event, etc.].

We would be honored to have [Recipient's Organization] as a key sponsor of this important community event. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Thank you for considering our request. We look forward to the possibility of partnering with you to make a positive difference in our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]