

# Letter of Sponsorship Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

**Dear [Recipient's Name],**

I hope this letter finds you well. I am writing to you on behalf of [Your Organization], an organization dedicated to empowering youth in our community through [briefly describe project, e.g., education, vocational training, mentorship]. We are currently seeking corporate sponsorship to support our upcoming project, [Project Name], aimed at [briefly state objectives and benefits of the project].

[Provide a detailed overview of the project: objectives, target audience, duration, and expected impacts. Include any statistics or testimonials that highlight the need for support.]

We believe that [Recipient's Company] shares our commitment to youth development and community engagement. Your support would not only contribute significantly to the success of this project but also enhance your company's visibility and reputation as a socially responsible organization.

We would like to invite you to partner with us as a sponsor at one of the following levels:

- Gold Sponsor: \$[Amount] - [List benefits]
- Silver Sponsor: \$[Amount] - [List benefits]
- Bronze Sponsor: \$[Amount] - [List benefits]

We would be thrilled to discuss this opportunity further and explore how we can work together to make a meaningful impact on our youth. Please feel free to contact me at [your phone number] or [your email address] to set up a meeting.

Thank you for considering our request. We look forward to the possibility of partnering with [Recipient's Company] to support our youth and create lasting change in our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]