

# Letter of Sponsorship Inquiry

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's 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], a nonprofit organization dedicated to [briefly describe your organization's mission]. We are excited to announce our upcoming charity event, [Name of Event], scheduled for [Date] at [Location]. This event aims to [describe the purpose of the event and its importance].

We are reaching out to seek sponsorship from esteemed organizations like yours to help us make this event a success. Your support will not only contribute to [particular cause], but it will also provide an opportunity for [Recipient's Organization] to demonstrate its commitment to [community/charitable cause].

We would love the opportunity to discuss this further. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We look forward to the possibility of partnering with [Recipient's Organization] to make a positive impact in our community.

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