

# Request for Sponsorship

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Organization Name]. We are excited to announce our upcoming charity sports tournament scheduled for [date] at [location]. This event aims to raise funds for [cause/beneficiary], and we expect attendance from [number] participants and spectators.

We would be honored to have [Company Name] as our official sponsor. Your support will not only help us make this event successful but will also enhance your visibility within the community. As a sponsor, your company will receive extensive promotion, including [list sponsorship benefits, e.g., logo placement, mentions in press releases, etc.].

We are seeking sponsorship in the amount of [specific amount or description of in-kind donations]. If you are interested, we would be thrilled to discuss this opportunity in further detail. We believe this partnership could be mutually beneficial as we work together to support [cause].

Thank you for considering our request. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position]  
[Organization Name]