

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization's Name]. We are a non-profit organization dedicated to [briefly describe your mission or purpose].

We are reaching out to seek your support for [specific event, project, or initiative], which is scheduled to take place on [date] at [location].

This event aims to [explain the goals and intended impact of the event].

To make this event successful, we are seeking sponsorship from community-minded companies like yours. By partnering with us, your organization will gain [explain benefits to the sponsor, e.g., visibility, branding, community goodwill].

We would be honored to have [Company/Organization Name] as one of our key sponsors. We offer several sponsorship levels, including [list sponsorship levels and associated benefits]. We are happy to tailor a sponsorship package that meets your needs and goals.

Thank you for considering our request. We would be thrilled to collaborate with [Company/Organization Name] to make a difference in our community. Please feel free to contact me at [your phone number] or [your email address] for further discussion.

Warm regards,

[Your Name]

[Your Position]

[Your Organization's Name]

[Phone Number]

[Email Address]