

[Your Name]
[Your Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name] and I am the [Your Position] at [School Name]. We are reaching out to seek your support in sponsoring our upcoming [Event/Program Name], which will take place on [Date].

[Briefly describe the event or program, its purpose, and its benefits to students and the community.]

We believe that partnering with [Company Name] would provide a valuable opportunity to showcase your commitment to [mention any relevant community values, such as education, youth development, etc.].

We are looking for sponsorship at the following levels:

- [Sponsorship Level 1: Description and benefits]
- [Sponsorship Level 2: Description and benefits]
- [Sponsorship Level 3: Description and benefits]

In return for your generous support, we would be happy to provide [details on how you will promote their support, such as logo placement, media recognition, etc.].

We would love to discuss this partnership further and explore how we can work together for the benefit of our students. Please feel free to reach out to me at [Phone Number] or [Email Address].

Thank you for considering our request. We look forward to the possibility of collaborating with [Company Name].

Warm regards,

[Your Name]
[Your Position]
[School Name]
[School Website (if applicable)]