

[Your Name]  
[Your Position]  
[Team Name]  
[Team 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] of [Team Name], a dedicated and passionate sports team based in [Location]. We have been committed to promoting [Sport] among local youth while fostering teamwork, discipline, and community spirit. We are reaching out to seek your support through sponsorship for our upcoming season. Our team consists of [number of players] talented athletes who are eager to compete and represent our community proudly. As a valued member of the community, we believe that [Company Name] aligns with our mission and values, and we would be honored to partner with you. The sponsorship would help cover essential costs such as uniforms, equipment, and travel expenses. In return, we offer [mention benefits such as logo placement, advertising opportunities, community engagement events, etc.]. This will not only enhance your visibility within the community but also showcase your commitment to supporting local sports initiatives.

We would love to discuss this opportunity further and explore how we can create a mutually beneficial partnership. Thank you for considering our request. I look forward to your positive response.

Warm regards,

[Your Name]  
[Your Position]  
[Team Name]