

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization's Name], a nonprofit organization dedicated to [briefly describe your mission or cause].

We are hosting [name of event or program] on [date], and we would be honored to have [Company's Name] as a sponsor. This event aims to [describe the purpose and impact of the event/program, including target audience and expected outcomes].

As a sponsor, your company will benefit from [list potential benefits such as visibility, community involvement, brand recognition, etc.], and your support will directly contribute to [mention how their support will impact your mission].

We are seeking sponsorship at the following levels:

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

We would love the opportunity to discuss how we can partner together for this meaningful cause. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a meeting.

Thank you for considering our request. We truly appreciate your support in making [event or program] a success.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]