

[Your Name]  
[Your Position]  
[Your Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Dear [Recipient's Name],

**\*\*Introduction\*\***

- Briefly introduce your organization and its mission.
- State the purpose of the letter regarding the sponsorship proposal.

**\*\*Overview of the Opportunity\*\***

- Describe the event/program/project for which sponsorship is sought.
- Highlight the values and goals associated with the opportunity.

**\*\*Benefits to the Sponsor\*\***

- Outline the potential benefits for the sponsor (e.g., brand visibility, community engagement).
- Mention specific audiences they will reach through this sponsorship.

**\*\*Sponsorship Details\*\***

- Specify the different sponsorship levels and associated benefits.
- Provide details about what the funds will support and how they will be utilized.

**\*\*Call to Action\*\***

- Encourage the recipient to consider the proposal.
- Suggest a meeting or call to discuss further.

**\*\*Closing\*\***

- Express gratitude for their consideration.
- Sign off with a professional closing.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]