

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[School/Organization Name]
[School/Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [a student/a representative of the student body/the principal] at [Your School Name]. We are reaching out to seek sponsorship for [specific event/program] that is scheduled to take place on [date(s)].

Our [event/program] aims to [briefly explain the purpose and importance]. However, to make this a success, we are in need of financial support/resources in order to [mention specific needs and how the sponsorship will help].

We believe that your support will not only benefit our students but also align with your commitment to [mention any relevant community involvement or goals of the sponsor]. In exchange for your sponsorship, we are happy to [mention any promotional opportunities or recognition you can offer the sponsor].

We would be grateful for any assistance you could provide. Please feel free to contact me at [your phone number] or [your email address] if you would like more information or if you would like to discuss this opportunity further.

Thank you for considering our request. We hope to hear from you soon.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your School Name]