

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Organization's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Donor's Name]  
[Donor's Position]  
[Donor's Organization]  
[Donor's Address]  
[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you well. My name is [Your Name], and I am [your position] at [Your Organization]. We are dedicated to [briefly describe your organization's mission and the specific project or event for which you are seeking sponsorship].

We are reaching out to ask for your support in the form of a sponsorship donation. Our upcoming [event/project name] is scheduled for [date], and we aim to [describe the goals and significance of the event/project]. By partnering with us, you will not only contribute to a worthy cause but also gain visibility and recognition for your organization within our community.

We would be grateful for any level of support and are pleased to offer the following sponsorship benefits:

- [List benefits, e.g., logo placement, social media mentions, etc.]

Your contribution will greatly impact our efforts and help [describe the expected outcomes].

Thank you for considering this opportunity to partner with us in making a difference. I would be happy to discuss this further at your convenience. Please feel free to contact me at [your phone number] or [your email address].

Warm regards,

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