

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

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Sponsorship Request for [Event/Project Name]

I hope this message finds you well. I am writing to you on behalf of [Your Organization] to seek your support as a sponsor for our upcoming [Event/Project Name], scheduled to take place on [Date(s)] at [Location]. [Provide a brief description of the event or project, its purpose, and its significance. Include any relevant statistics or background information that highlights the need for the event/project.]

As a valued supporter of [mention the recipient's organization or industry], we believe that your sponsorship would be a perfect fit and would greatly enhance the impact of [Event/Project Name].

We are seeking a sponsorship of [specific amount or type of support] to help us cover expenses related to [list key expenses, e.g., venue, materials, promotion]. In return for your generosity, we would be pleased to offer you [mention the benefits for the sponsor, such as visibility, recognition in materials, etc.].

We would be thrilled to have [Recipient Organization] join us in making [Event/Project Name] a success and would love to discuss this opportunity with you further. I will follow up with you on [date] to see if we might arrange a time to talk.

Thank you for considering our request. We sincerely hope to partner with you for this worthy cause.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]