

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

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

Dear [Recipient Name],

I am writing to you on behalf of [Your Organization], a [brief description of your organization's mission and activities]. We are currently seeking funding for [specific project or initiative] and would greatly appreciate your support as a sponsor.

The [Project Name] aims to [briefly describe the objectives and impact of the project]. We believe that with your partnership, we can [explain the potential positive outcomes and benefits].

We are seeking a grant of [mention the amount] to cover [detail what the funds will be used for]. In return, we would be pleased to recognize your support through [mention potential benefits to the sponsor, such as branding opportunities, public acknowledgment, etc.].

We hope you will consider our request for sponsorship. I would be happy to provide any additional information or discuss this opportunity further at your convenience. Thank you for considering this partnership and for your ongoing support of [common cause or mission].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Organization]