

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

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to seek your support for [event/project name], which will take place on [date] at [location].

[Briefly describe the event/project and its goals. Explain how the sponsorship will help achieve these goals and what impact it will have on the community/target audience.]

We are seeking sponsorship in the form of [specific type of support, e.g., financial contribution, in-kind donations, etc.], which will be instrumental in [mention how it will help]. In return, we would be happy to [describe the benefits for the sponsor, such as logo placement, promotional opportunities, etc.].

We believe that your organization aligns perfectly with our mission and the values that drive this initiative. We would be honored to partner with you in this endeavor.

Please find attached additional information about the event/project and our sponsorship proposal. I would love the opportunity to discuss this further and explore how we can collaborate.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization Name, if applicable]