

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

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

Dear [Recipient's Name],
I hope this message finds you well. My name is [Your Name], and I am [your role/position] at [your organization/community]. We are proud to serve our community through [briefly describe your organization and its mission or project].

We are currently seeking sponsorship for [specific event/project or initiative], which is scheduled to take place on [date] at [location]. This event aims to [describe the purpose of the event and its benefits for the community].

We are reaching out to [Organization's Name] because of your commitment to [describe the sponsor's values or related efforts]. We believe that your support can make a significant difference in [attach specific outcomes or goals].

We are seeking sponsorship at the following levels:

- [Sponsorship Level 1] - [Benefits/details]
- [Sponsorship Level 2] - [Benefits/details]
- [Sponsorship Level 3] - [Benefits/details]

In return for your support, we would be honored to [describe benefits to the sponsor, such as branding opportunities, community recognition, etc.].

Thank you for considering our request. I would love the opportunity to discuss this partnership further and how we can work together to make a meaningful impact in our community. Please feel free to contact me at [your phone number] or [your email address] to arrange a convenient time for a meeting.

Thank you for your time and consideration.

Warm regards,

[Your Name]
[Your Title]
[Your Organization]