

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to seek your support for [describe the event, program, or cause] that will take place on [date]. Our organization, [Your Organization's Name], is dedicated to [briefly explain your organization's mission and goals].

We are organizing [describe the event/program] to [explain the purpose and expected outcomes], and we would be honored to have [Company/Organization Name] as a sponsor. Your sponsorship will greatly contribute to [detail how their support will help].

We are offering several sponsorship levels, which include [list benefits of each level, e.g., logo placement, promotional opportunities, etc.]. We believe this partnership will not only benefit our cause but also provide great visibility and goodwill for [Company/Organization Name].

Please find attached our sponsorship proposal for further details. We hope to discuss this opportunity with you and explore how we can work together for [event/program name].

Thank you for considering our request. I look forward to the possibility of partnering with you to make a difference in our community.

Warm regards,

[Your Name]
[Your Title]
[Your Organization's Name]