

[Your Name]
[Your Position]
[Your Organization]
[Your 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 hope this letter finds you well. My name is [Your Name], and I am [your position] at [Your Organization]. We are a non-profit organization dedicated to [briefly describe the mission and activities of your organization].

We are reaching out to you with an opportunity to support our upcoming project, [Project Name], which aims to [briefly explain the goals of the project]. This initiative will impact [describe who will benefit and how], and we believe your support could make a significant difference. To execute this project effectively, we are seeking sponsorship in the amount of [specific amount or range]. Your contribution will help us cover [explain what the funds will be used for, e.g., materials, outreach, events].

In appreciation of your generosity, we are happy to recognize your sponsorship through [describe how you will promote the sponsor, e.g., logo on materials, mention in press releases, social media shout-outs]. We would love the opportunity to discuss this partnership further and explore how we can work together for [the community/your shared goals]. Please feel free to contact me at [your phone number] or [your email address].

Thank you for considering our request. We look forward to the possibility of partnering with you to make a positive impact.

Warm regards,

[Your Name]
[Your Position]
[Your Organization]
[Website URL] (if applicable)