

[Your Name]
[Your Position]
[Your Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous letter dated [insert date of the initial request], in which I requested your support in sponsoring [describe the event/project, e.g., "our annual charity run for local schools"].

As mentioned, this initiative aims to [briefly reiterate the purpose of the event/project]. Your partnership would be invaluable in helping us achieve our goal of [state specific goal or impact].

We would be grateful for any updates you might have regarding our sponsorship request. If you require any additional information or wish to discuss this opportunity further, please feel free to reach out.

Thank you once again for considering our request. We look forward to the possibility of partnering with [Recipient's Organization] to make a meaningful impact in our community.

Warm regards,

[Your Name]
[Your Position]
[Your Organization]