

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

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

Dear [Recipient's Name],

Subject: Sponsorship Request for [Event/Project Name]

I hope this message finds you well. I am writing to request your support for [brief description of the event/project], which is scheduled to take place on [date(s)] at [location].

[Provide a brief overview of the event/project, its purpose, and its expected impact.]

We believe that [Recipient's Organization] shares a commitment to [related mission or value], making this partnership a natural fit. We are seeking sponsorship at [specific level or amount], which would allow us to [mention how funds will be used].

In return for your support, we are pleased to offer [details of benefits for the sponsor, e.g., logo placement, promotional opportunities, etc.].

Thank you for considering this opportunity to support [event/project name]. I would be happy to discuss this further at your convenience.

Warm regards,

[Your Name]
[Your Position]
[Your Organization]
[Website link, if applicable]