

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

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [your position or role, e.g., a student, a teacher, etc.] at [School Name]. I am writing to formally request sponsorship for [specific program, event, or initiative] that will take place on [date(s)].

[Provide a brief overview of the school, event, or initiative and its significance.]

We believe that your support could tremendously impact [explain how the sponsorship would directly benefit your school or the community].

We would be grateful for any level of support you can provide, whether it be financial assistance or in-kind contributions. In return, we would be happy to offer [mention any benefits for the sponsor, such as logo placement, recognition, etc.].

Thank you for considering our request. I look forward to the possibility of partnering with [Company/Organization Name] to make a difference in our community. Please feel free to contact me at [your phone number] or [your email address] for any further information.

Sincerely,

[Your Name]  
[Your Title/Position]  
[School Name]