

[Your Organization's Letterhead]

[Date]

[Donor's Name]

[Donor's Title]

[Donor's Organization]

[Donor's Address]

[City, State, Zip Code]

Dear [Donor's Name],

Subject: Request for Sponsorship Donation

I hope this letter finds you well. I am writing on behalf of [Your Organization Name], a [brief description of your organization, e.g., nonprofit, community group] dedicated to [mission of the organization]. We are reaching out to seek your generous support through a sponsorship donation for our upcoming event, [Event Name], which will take place on [Event Date] at [Event Location].

[Briefly describe the event, its purpose, and its impact on the community or target beneficiaries.]

Your contribution would not only help us achieve our goals but also showcase your commitment to [mention cause or community]. In appreciation of your support, we would be delighted to offer [mention benefits for the sponsor, e.g., branding opportunities, recognition at the event, etc.].

We kindly ask for your consideration of a sponsorship donation of [specify amount or in-kind support]. Enclosed is a sponsorship proposal detailing various levels of support and the associated benefits.

We would love the opportunity to discuss this further and explore ways we can collaborate. Thank you for considering our request, and we hope to partner with you to make a positive impact.

Warm regards,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Phone Number]

[Your Email Address]

[Enclosure: Sponsorship Proposal]