

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

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to request sponsorship for [event or program name] scheduled for [date or time period] in [location].

[Briefly describe the event or program, its purpose, and how it aligns with the values or goals of the potential sponsor.]

We anticipate an attendance of [expected number] participants, including [describe target audience, e.g., community members, industry professionals, etc.]. This presents a unique opportunity for [Organization Name] to showcase its commitment to [specific cause or community], while also gaining valuable exposure.

We are seeking sponsorship in the amount of [specific amount or range], which will contribute towards [specific costs, e.g., venue, marketing materials, etc.]. In return, we would be pleased to offer [list benefits, such as branding opportunities, promotional materials, and other exposure].

Thank you for considering this opportunity to partner with us. I would be happy to discuss this further at your convenience and explore how we can work together to make [event or program name] a success.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title]
[Your Organization Name]