

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

[Recipient Name]  
[Recipient Position]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [School Name]. We are reaching out to seek your support for our school sponsorship program, which aims to [briefly describe the purpose or goals of the program].

At [School Name], we believe that [insert a brief statement about the importance of education, community involvement, or the specific program]. Your partnership would greatly contribute to our efforts to [mention the specific impact or benefits of the sponsorship].

We would be honored to have [Company/Organization Name] as a key sponsor for our program. Your involvement would not only [mention benefits for the company, such as branding opportunities or community goodwill] but also help us to [explain how the sponsorship will help the school or students].

We would love the opportunity to discuss this partnership further and explore how we can work together to make a meaningful difference in the lives of our students. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering this opportunity to support [School Name] and our students. We look forward to the possibility of collaborating with [Company/Organization Name].

Warm regards,

[Your Name]  
[Your Position]  
[School Name]