

[Your Name]  
[Your Title]  
[Nonprofit Organization Name]  
[Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [your role] at [Nonprofit Organization Name], a nonprofit dedicated to [briefly describe your nonprofit's mission and goals].

We are reaching out to request your support in the form of sponsorship for our upcoming event, [Event Name], scheduled for [Event Date] at [Event Location]. This event aims to [briefly describe the purpose of the event and its importance to the community or cause].

By partnering with us, [Company Name] will gain valuable exposure to [describe the audience demographics and benefits to sponsor]. In return for your sponsorship, we are pleased to offer [outline the benefits for the sponsor, e.g., logo placement, promotional opportunities, etc.].

We are looking for sponsors at various levels, including [list sponsorship tiers and corresponding benefits]. Your support would help us [explain how the funds will be used].

We would be grateful for the opportunity to discuss this partnership further and explore the best ways to collaborate for mutual benefit. I will follow up with you on [insert date] to see if we can arrange a meeting. In the meantime, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We look forward to the possibility of working together to make a positive impact.

Sincerely,

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