

[Your Name]  
[Your Position]  
[Your Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[YMCA Name]  
[YMCA 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] at [Your Organization]. We are proud to serve our community by [briefly describe your organization's mission and activities].

As we prepare for [event or initiative], we are seeking sponsorship to help us [explain what the sponsorship will support, e.g., fund activities, provide resources]. Given the YMCA's long-standing commitment to [mention relevant programs or values of the YMCA], we believe a partnership would be mutually beneficial.

We are requesting your support at the following levels:

- [Sponsorship Level 1: Brief description and amount]
- [Sponsorship Level 2: Brief description and amount]
- [Sponsorship Level 3: Brief description and amount]

In return for your generous support, we can offer [explain benefits of sponsorship, such as promotional opportunities, branding visibility, etc.].

We would be thrilled to discuss this opportunity further and explore how we can work together to make a positive impact in our community. Thank you for considering our request. I look forward to your positive response.

Warm regards,

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Contact Information]