

SPONSORSHIP REQUEST LETTER

Date: _____

RE: SPONSORSHIP REQUEST

Dear _____,

My name is _____, and I am the _____ of _____. Our mission is to _____.
We primarily focus on _____.
I believe that our efforts in this regard would be tremendously strengthened by your sponsorship.

I am writing to ask you to sponsor _____, which my organization is hosting. This event will take place _____ at _____, and it will include _____.
Through this event, we hope to _____.

We are seeking sponsorship from you because your organization, _____, _____.
As our sponsor, you will _____. Through this sponsorship, your organization would _____.
Furthermore, by sponsoring our event, you will significantly further our mission by _____.

Thank you for considering this request. I have attached further information about the details of your sponsorship to this letter. If you have any questions, please don't hesitate to contact me at your convenience. I look forward to hearing from you.

Thank you for your time and consideration,

Signature

