**SPONSORSHIP REQUEST LETTER**

[SENDER'S NAME]

[SENDER'S STREET ADDRESS]

[SENDER'S CITY, STATE, ZIP CODE]

Date: [DATE]

[RECIPIENT'S NAME]

[RECIPIENT'S STREET ADDRESS]

[RECIPIENT'S CITY, STATE, ZIP CODE]

**RE: SPONSORSHIP REQUEST**

Dear [RECIPIENT'S NAME],

My name is [SENDER'S NAME], and I am the [TITLE/ROLE] of [ORGANIZATION'S NAME]. Our mission is to [MISSION STATEMENT]. We primarily focus on [ORGANIZATIONAL FOCUS]. I believe that our efforts in this regard would be tremendously strengthened by your sponsorship.

I am writing to ask you to sponsor [EVENT/ACTIVITY/PROGRAM], which my organization is hosting. This event will take place [DATE(S)] at [LOCATION], and it will include [EVENT DETAILS]. Through this event, we hope to [EVENT GOALS].

We are seeking sponsorship from you because your organization [RECIPIENT'S ORGANIZATION MISSION]. As our sponsor, you will [SPONSORSHIP DETAILS]. Through this sponsorship, your organization would [DESCRIPTION OF REWARDS/INCENTIVES]. Furthermore, by sponsoring our event, you will significantly further our mission by [DESCRIPTION OF IMPACT].

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,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

*Signature*