

SPONSORSHIP REQUEST LETTER

DATE

[Sponsor's Name]

[Sponsor's Street Address]

[Sponsor's City, State, and Zip Code]

Dear [Sponsor's last name]

It is with great enthusiasm, we are writing this letter to humbly request your sponsorship to support our [specify a thing to be supported eg. event, campaign, a mission to help street children and orphans, etc.]

At [name of your organization] we strive to [your main activities/mission/ goal etc]

Despite the fact that we have achieved significant progress toward our mission of [name the mission] as we have recently archived [mention/list your recent achievement], your sponsorship will allow us to accomplish the following.

- task 1
- task 2
- task 3
- etc

We are requesting your support regarding the above activities in the following ways

- 1.Support 1
- 2.Support 2
- 3.We are open to any further ideas that you have to support us.

In appreciation of your generosity, we would like to offer you the following incentives in exchange for your support.

- Incentive 1
- Opportunity 2
- etc.

If you have any questions, please contact me at [email] or [mobile]. I will be delighted to provide you with further beneficial insights into how you may support our vision to [your vision] while [how the sponsorship will benefit their business eg. securing more clients, creating brand awareness, etc.]

We appreciate your contribution and look forward to continuing our relationship with you.

Sincerely