TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Sponsorship Request Letter

Dear **[NAME]**

At **[NONPROFIT NAME]** , we’ve served **[DEMOGRAPHIC]**  in the **[COMMUNITY NAME]** area for over **[NUMBER]** years. This  **[SEASON OR TIME PERIOD],** we’re aiming to raise **[AMOUNT]** to fund **[PROJECT].**

On **[DATE]**  we are planning to host a **[TYPE]**  fundraising event. At this event, we would **[EVENT ACTIVITY]**  and raise money by **[FUNDRAISING METHOD].**

However, we think our efforts would go even farther with **[COMMUNITY NAME]**  as our official corporate sponsor.

In this role, your business would provide **[AMOUNT]**  and in turn we would promote your company as the event’s official sponsor.

Alternatively, your team could provide **[AMOUNT]** in your role as our sponsor.

With **[COMPANY NAME]**  by our side at this upcoming event, we’re sure to achieve this season’s fundraising goal and serve **[COMMUNITY NAME]** well.

If your company is interested in being our official event sponsor, please reach out to us at **[CONTACT INFORMATION].**  We can’t wait to hear back!

Sincerely,