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 value each donation we receive from our supporters.

It’s our goal to show donors how they can make the most of their contributions by steering them toward matching gifts.

**[COMPANY NAME]** has a robust corporate philanthropy program in place, including a matching gifts program for your employees.

Since **[NONPROFIT NAME]** and **[COMPANY NAME]**  share so many community members, we’d like to enter a partnership with your organization.

We would be particularly interested in being a featured nonprofit on your matching gifts program web page. In turn, we would highlight your business as a valuable sponsor on our web page, social media channels, and marketing materials.

Through this partnership, we hope to help **[COMPANY NAME]** make the most of your corporate philanthropy budget while ensuring your employees maximize the impact of their gifts to our cause.

If this excites your team, we’d love to continue this conversation. Please reach out to us at **[CONTACT INFORMATION].**  We’re excited to hear from you!

Sincerely,