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]**

I hope you're well. My name is **[NAME]** , and I'm the **[POST NAME]**. Our nonprofit organization is on a mission to advocate for youth education by taking small steps towards big change. Our annual **[#]** is quickly approaching, and we're looking for potential sponsors to help make the event a reality.

We believe that your company aligns with our mission since you work hard to provide an accurate curriculum for elementary schools in our region. We need your help. In order to make the **[#]** successful, we are in need of financial and material donations. Some of the things we need most include monetary contributions, supplies such as running bibs and volunteers for the day of the event.

The purpose of the **[#]**is to raise **[AMOUNT]** for after-school educational programs for the schools in our local area. With this goal, we hope to provide crucial supplies, pay after-school directors, and redecorate the program spaces.

If your organization contributes to our cause, we'd like to offer promotional opportunities.

Our organization would feature your company in the promotional materials for the **[#]**, on our website and in the nonprofit's annual report.

I plan to follow up with you in the next two weeks via phone call. I'm looking forward to speaking with you and answering any questions you may have.

Until then,