TO

**[Receiver Name]**

**[Receiver Title]**

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Church Sponsorship Letter

Dear **[sponsor’s name],**

My name is **[name]** and I am a **[member/leader/pastor]** of **[church’s name]**.I am writing to let you know that we are working on a new project and hope to complete it by **[date]**.

**[Describe the project, for example: a new youth program or an event hosted by the church]** Our church has been working to accomplish **[project’s goals]** with this new project and hope to bring **[potential benefits]** to our community. However, to reach our goal and have **[project]** come to life, we need to call on the help of supporters like you.

Would you consider sponsoring our church and help us work towards our mission? A sponsorship of **[specific donation amount]** can help bring us so much closer to achieving our goals. Together, we’re sure to **[project’s major goal]**.

If you cannot help us financially, please consider becoming a sponsor by providing in-kind support like **[resources, for example: food, clothing]**.

If you’d like to support our project, please feel free to contact us at **[phone/email]**.If you want to stop by as well, we would love to talk in person. Visit us at **[address]**.

Thanks again for supporting our mission,

**[Name]**

**[Phone Number]**

**[Email]**