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]**

We at **[NONPROFIT NAME]**  work hard each year to provide **[POSITIVE IMPACT OF NONPROFIT]**  and improve the lives of **[RELATE THIS TO YOUR NONPROFIT’S MISSION].**

Currently, we are working hard to raise **[FUNDRAISING GOAL]** to **[SPECIFIC NONPROFIT GOAL, FOR EXAMPLE: HOST THIS NEXT EVENT, BRING FOOD TO THIS MANY HOMELESS PEOPLE].**  That’s why we are currently looking for sponsors to help us reach our goal.

Would you be willing to help us by sponsoring our project with **[A SPECIFIC DONATION AMOUNT OR A PERCENTAGE OF THE TOTAL EXPENSES]?**

We can offer you  **[INCENTIVE, FOR EXAMPLE: RECOGNITION IN OUR PROJECT’S PRINTED MATERIALS AND SIGNAGE].**

Your generosity means the world to us. The support from our sponsors helped us host our most successful event yet, **[PAST EVENT AND DESCRIPTION],** where we **[ACHIEVEMENT OF EVENT, FOR EXAMPLE: A RECORD-BREAKING AMOUNT OF MONEY]** for our mission.

If we raise that same amount this year, we can accomplish **[PHYSICAL IMPACT OF NONPROFIT MISSION].**  Imagine what we can do with your help!

We would love to discuss a relationship for the future, so please contact us if you’d like to get involved or have any questions about our organization.

Thank you so much!