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]**

My name is **[NAME]**  and I work with **[NONPROFIT NAME]**  in **[INTERNATIONAL LOCATION].** Though you may not have heard of our organization, we have over **[AMOUNT]** and raise **[YEARLY FUNDRAISING REVENUE IN DOLLARS]** each year to help bring awareness to and support **[NONPROFIT MISSION].**

Currently, we are working hard to **[NONPROFIT GOAL OR UPCOMING PROJECT]** and are in the process of raising money to support it. If we raise  **[FUNDRAISING GOAL],** we will be able to provide  **[PHYSICAL IMPACT COMING FROM DONATIONS].** So far, we are **[AMOUNT]** away from our goal and hope to reach it with the help of people like you.

Even though you are far away, we know that you can make a difference if you decide to sponsor our organization. With **[AMOUNT]** you can help **[NONPROFIT NAME]** continue to **[SPECIFIC ACTION NONPROFIT DOES].**

To thank you for your generous contribution and support, **[NONPROFIT NAME]** would like to offer you **[INCENTIVE]**  in exchange for your sponsorship.

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,