TO

**[Receiver Name]**

**[Receiver Title]**

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Sponsorship Letter for Events

Dear Company Name,

At **[nonprofit name]**, we’ve served **[demographic]** in the **[community name]** area for over **[number]**  years. This **[season or time period]**, we’re aiming to raise**[amount]** to fund **[project]**.

On **[date]** we are planning to host a **[type]** fundraising event. At this event, we would **[event activity]** and raise money by **[fundraising method]**.

However, we think our efforts would go even farther with **[company name]** as our official corporate sponsor.

In this role, your business would provide **[service or donation amount]**, and in turn we would promote your company as the event’s official sponsor.

Alternatively, your team could provide **[service or donation amount]** in your role as our sponsor.

With **[company name]** by our side at this upcoming event, we’re sure to achieve this season’s fundraising goal and serve **[community name]** well.

If your company is interested in being our official event sponsor, please reach out to us at **[contact information]**. We can’t wait to hear back!

Sincerely,

**[Signature of a leader in the organization]**

**[Typed name of organizational leader]**