

# Charity Sponsorship Request Letter Template

[Your Organization's Letterhead]

[Date]

[Sponsor's Name]

[Sponsor's Company]

[Sponsor's Address]

Dear [Sponsor's Name],

I am writing on behalf of **[Your Charity Name]**, an organization dedicated to *[describe your mission or the cause you support]*. We are excited to announce our upcoming event, **[Event Name]**, which will take place on **[Event Date]** at **[Event Venue]**.

This event aims to *[briefly describe the event's goal, e.g., raise funds for a specific program or initiative]*. With the generous support of sponsors like you, we can make a meaningful impact and bring positive change to *[target beneficiaries/community]*.

We kindly invite **[Sponsor's Company]** to become a valued sponsor of this event. Your sponsorship will help us *[describe specifically how their contribution will be used]*. In return for your generosity, we offer the following recognition:

- Your logo featured on all event promotional materials and our website
- Public acknowledgment during the event
- Opportunities to display your company banner at the venue
- [List other benefits specific to your event]

We are confident that this partnership will not only support a worthy cause but also provide valuable exposure for your brand within our community.

I would be delighted to discuss this opportunity further and answer any questions you may have. Please find attached our sponsorship package for your review. Thank you for considering our request and for your commitment to making a difference.

Sincerely,

[Your Name]

[Your Position]

[Your Charity Name]

[Phone Number]

[Email Address]