

Inquiry Letter Sample for NGO Project Sponsorship

[Your NGO Letterhead]

[Date]

[Sponsor's Name]

[Position/Title]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I am writing on behalf of **[Your NGO Name]**, a dedicated nonprofit organization committed to *[briefly state your mission, e.g., empowering youth through education, improving community health, etc.]* in *[location/region]*. We are currently initiating our new project, **[Project Name]**, which aims to *[briefly describe project goals, target group, and main activities]*.

This project will have a significant social impact by *[explain the expected outcomes or improvements, e.g., providing access to clean water, improving educational outcomes, etc.]*. We believe that your esteemed organization shares our vision for sustainable community development, and we would be honored to collaborate with you as a project sponsor.

To realize the full potential of **[Project Name]**, we are seeking financial support to cover key costs such as *[list major expenditures, e.g., program materials, training, logistics, outreach, etc.]*. In recognition of your sponsorship, we would be pleased to acknowledge your support through *[state acknowledgment opportunities, e.g., branding, media coverage, event participation, etc.]*.

[Your NGO Name] is fully committed to transparency and accountability, ensuring that every contribution is used responsibly and reported using regular updates and detailed reports. We welcome the opportunity to discuss this partnership further and answer any questions you may have about the project or our organization.

Thank you very much for considering our request. We look forward to the possibility of working together to create lasting positive change in our community.

Sincerely,

[Your Name]

[Your Position]

[Your NGO Name]

[Phone Number] | [Email Address] | [Website URL]