

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing on behalf of [Nonprofit Organization Name], a registered 501(c)(3) nonprofit dedicated to [briefly state mission, e.g., "improving access to quality education for underprivileged youth"]. Since our founding in [Year], we have reached [number] individuals and made a measurable impact through various community programs and initiatives.

In order to further our mission, we are seeking visionary partners like [Company Name] to help us [describe specific goals/project, e.g., "launch our upcoming literacy outreach program that aims to benefit 500 local students"]. Your company's commitment to community engagement and corporate social responsibility aligns closely with our values, and we believe a partnership would be mutually beneficial.

Through sponsorship, [Company Name] will receive:

- Recognition on our website, social media, and event materials
- Opportunities for employee engagement and volunteerism
- Visibility at community events and across our communication channels
- [Other specific benefits relevant to the sponsor]

We have several sponsorship opportunities available, ranging from [e.g., "event title sponsorship" to "program support"], and we would be happy to discuss a package tailored to your objectives and interests.

Your support will directly enable us to [describe intended impact, e.g., "expand our programming and provide critical resources to those who need it most"]. We would welcome the chance to meet and explore how we can work together for the betterment of our community.

Thank you for considering our request. I will follow up next week to discuss this opportunity further. In the meantime, please feel free to contact me directly at [phone number] or [email address] if you have any questions.

Sincerely,

[Your Name]

[Your Title/Position]

[Nonprofit Organization Name]

[Email Address]

[Phone Number]

[Website, if applicable]