

Template

(Date)

(Sponsor Name)

(Address)

(City), (State, Zip)

Dear (Name of the person),

Here you need to introduce yourself and/or your company/organization. You may also write about the accomplishments of yourself or the organization, which may prove to be helpful in convincing the sponsor(s) about granting the funds for the cause/event.

In this paragraph, you need to request for the sponsorship, and mention the event or the reason for which you are requesting for a sponsorship.

Over here, you will need to tell your potential sponsor(s) how their company will benefit from sponsoring you, and what all you plan to do so that the sponsors get the most publicity.

Here, you are required to include basic details of the sponsorship deal, and also request that the potential sponsor fill out the necessary form and details.

Lastly, you need to thank the person/company that your letter is addressed to.

Respectfully,

(Signature)

(Your name)

(Position in the organization)