

Corporate Sponsorship Funding Request Letter

Sample template for requesting sponsorship from a corporation

[Date]

[Recipient's Name]

[Recipient's Title/Role]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

I am writing on behalf of [Your Organization Name], a [describe your organization - eg. non-profit, community-focused group, school, etc.], to request your support for our upcoming [event/project/program], [Event/Program Name], scheduled for [Date/Timeframe].

Our mission is to [explain the mission or goal]. [Provide a brief description of the event/project and its anticipated impact]. With your company's support, we believe we can achieve [highlight a shared value/goal].

We are seeking corporate sponsors to help make this initiative a success. Your sponsorship would contribute to [explain how the sponsor's funds will be used]. We offer several benefits to our sponsors, including [mention any recognition, promotional opportunities, or other benefits].

Attached to this letter are additional details and sponsorship levels/packages. We would be honored to partner with [Company Name] and have your brand associated with this meaningful initiative.

Thank you for considering our request. Please feel free to contact me at [your email address] or [phone number] if you have any questions or would like to discuss this opportunity further.

Sincerely,

[Your Name]

[Your Title/Role]

[Your Organization Name]

[Contact Information]

Important Notes:

- Be concise and clearly state the purpose and benefits of the sponsorship.
- Customize details and benefits for the target corporation.
- Include contact information and ways to follow up.
- Attach supporting documents (project plan, sponsorship packages) when necessary.
- Express gratitude and maintain a professional tone throughout.