Sponsorship Letter for Churches

Date

Your Name

Your Church’s Name Street

City, State ZIP

Dear [Donor’s Name],

[Start with a brief personal appeal. Share a narrative that will resonate with your donors and act as a hook.

Keep it short]

As you might know, we are hosting our annual/biannual/monthly event, [name of event] on [date] at

[location]. And we have a lofty goal of raising [insert goal $ amount] to [insert goal].

Without your assistance and sponsorship, we will not be able to reach that goal. To continue

serving our congregation, we need your help.

Would you consider donating [$ amount / type of in-kind gift] to sponsor [name of the event]? Your donation

will bring us one step closer to [insert goal].

To show our gratitude for your support, [insert church name] would like to formally offer you [insert]

specific incentive] in recognition of your gift.

We hope you can contribute, and we appreciate your continued support and involvement in our community.

To contribute, simply include your gift in the self-addressed and stamped envelope included with

this letter or hand-deliver your donation to [church address].

Many thanks in advance for your sponsorship! We look forward to seeing you at [name of event]!

Sincerely,

[Signature of Pastor]

[Typed Name of Pastor]