Sponsorship Request Letter

Date

Your Name

Your Organization’s Name (when applicable) Street

City, State ZIP

Dear [Donor’s Name],

My name is [your name] and I am [describe your position/situation/background]. I am looking to raise.

[amount of money] to participate in [nonprofit’s name and the name of the event].

[Include information about why the cause or project is important to you and how it could potentially impact.

the reader or those you serve].

So far, I have raised [amount], but I need just a little more to hit my goal.

That is why I am writing to you! Will you support me and my [cause/project/etc.]? Just a small donation

of [amount] can help me [accomplish task/reach a goal/etc.]

Your donation will go toward [describe exactly what the contribution will be used for].

[When possible, add a personal connection to tie the donor to the cause. For example, if you are raising.

money that will go toward cancer research and the recipient of your letter is a cancer survivor, highlight that connection].

If you would like to participate in or attend [name of the event], it will be held on [date] at [location]. Visit [nonprofit’s URL] to learn more!

Thank you in advance for your contribution. You have no idea how much it means to me to have your support. Here are the ways you can donate:

* Donate online at [URL of your crowdfunding campaign]
* Send a check in the pre-stamped envelope I have included (no cash, please!)
* Come to my fundraising event on [date] at [location] [when applicable]

Thank you again!

Sincerely,

[Signature of author]

[Typed name of author]

P.S. If you want to buy any event merchandise, here is the link [link to nonprofit storefront]