

Sample Letter for Sponsorship Request

To,
XYZ Person
Address

Dear XYZ,

We are an NGO [working since] for the welfare of [kids/environment/ women etc.]. We have been serving the community and look forward to continuing to do so. This year our goal is to raise funds for the needy and we are organizing a program at the AB location. There will be many activities to spread awareness about [topic name or issue]. If you will join us then more people would like to connect with us as your name in the industry is reputed. In the fundraising event, you will also be benefitted and we will endorse you as our official event's sponsor. With you, by our side, we will be able to achieve fundraising for this year.
Looking for a positive response.

Thank You,
[Name of Sender]