

Requester's Name
Requester's Title (if appropriate)
Requester's Address
City, State, Zip Code

DATE

Sponsor's Name
Sponsor's Company
Sponsor's Address
City, State, Zip Code

Dear Sponsor's Name:

Name of Company or Foundation is beginning to plan its annual gala to raise funds for the Save the Earth Foundation. Your sponsorship of this event for the past five years has gone a long way to support our cause and helped make this event a great success. Each year we raise money to help increase awareness of the effects of global warming on our environment. Our plan this year is to use the funds to build a recycling plant in this community.

I would like to request your support as a sponsor again this year. As in the past, your company will be represented on all of our promotional material, media campaigns and your logo will appear on the brochure. Your company will be recognized by the guests attending the gala and everyone involved as having a serious commitment to protecting the environment.

I have enclosed a sponsorship commitment letter that details the different levels of participation from which you can choose how you would like to participate in the event and support our environmental awareness efforts.

If you have any questions, please call me at 555-123-4567 or send an email to Name@email.com. I am looking forward to hearing from you. We appreciate your participation in the past and hope you continue to partner with us in this work.

Thank you for your time.

Sincerely,

Requester's signature
Requester's name printed
Requester's title
List of enclosures