

Official Corporate Sponsorship Request Letter

Subject: Sponsorship Opportunity with [School Name]

Dear [Company Representative/Manager],

I hope this message finds you well. I am writing on behalf of [School Name] to request your support as a sponsor for our upcoming fundraising initiative, [Event Name], scheduled for [date].

We aim to raise [amount] to fund [specific goals such as library renovation, STEM lab equipment, or student scholarships]. As a sponsor, your company will receive recognition on our event materials, website, and local media, acknowledging your role in empowering education.

We would be honored to partner with you in this meaningful endeavor. Enclosed is a sponsorship packet with details about the event and sponsorship levels.

Thank you for considering this opportunity to make a lasting impact in our students' lives.

Sincerely,

[Your Name]

[Position]

[School Name]

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