

# Donation Sponsorship Letter Sample

From,

— (Name)

———— (Address)

Date ——— (Mention the letter writing Date)

To,

———— (Name)

———— (Address)

Subject: (The purpose of sponsorship/donation)

Respected ——— (Name of the donor/sponsor),

I, (mention your name), would like to introduce myself to you and your team. I am working /studying as a —- (mention job position/college course) with — (company /college name). I would like to bring to your kind attention the purpose of writing this letter and connecting with you. Being a part of this organization/college, we would require additional funds to complete this phase successfully. As you know the importance of this —- (mention the reason) will enable to create a brighter future for us/me, you and society as a whole.

Also, you must be aware about the organization/institution, I am associated with and the goodwill it has in the society. Associating with this cause will benefit youyour organization immensely in gaining a positive outlook and will be a source of motivation for others to follow in the coming future. I would also like to mention the estimated cost that you would have to fund in order to bring this process to a complete success. We would want to know, how soon you can provide us with the funding and the total amount you can give for funding.

We are well aware of your previous sponsored programs/donated list of students who have gain immensely from your this action and have also contributed towards social upliftment and renovation. So, we would request you to provide the required support through your act of sponsorship/donation and extend your help in our endeavor.

Looking forward to your kind support and a fruitful association.

Thanking you,

Sincerely,

———— (Add Your Name)