(Recipient’s address)

(Your address and contact details)

(Date in full)

(Objective of letter – Charity sponsorship)

(Dear Mr/Mrs/Ms/Miss insert full name),

My name is (insert full name) and I am taking part in (state activity and dates) I am completing this event to raise money for (insert name of charity and brief description) and the event involves (Brief description of event.) I feel passionate about this charity because (state your motives for doing this event.)

I am looking for sponsorship to help this charity and to support me through the event itself. I believe that together, your company and myself can change lives by raising as much money as possible for this great charity. In return I will wear your company’s logo with pride on each bit of equipment that I own to show everyone what a great support the company is and there will be a banner with the company’s logo and slogan shown throughout the event increasing the awareness and creating more interest for the company.

I appreciate you taking the time to consider sponsoring me and I hope to hear from you in the near future by using the contact details written above.

Yours sincerely,

(Insert full name)