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SPONSORSHIP LETTER

Included:

Introduction

Sponsorship Letter Tips

Sample Sponsorship Letter

Sponsorship Letter Template

Introduction

A sponsorship letter is written by a company or organisation to ask for sponsorship from a person or company. The letter basically convinces the reader to sponsor something for an event or cause. The letter is the most decent way of asking someone to sponsor and hence is followed even today. If you want to write a sponsorship letter and do not know how to go about it all you can do is go through the below mentioned sample. It is sure to help you write a sponsorship letter easily without any error.

Sponsorship Letter Tips

Here are some of the helpful tips to write a Sponsorship Letter

- Address the company to whom you are writing the letter
- Avoid making spelling and grammar mistakes
- Keep the language of the letter formal
- The language should be easy for the reader to read the letter
- Provide details like contact number and address precisely
- Convince the person, organization or company to contribute or sponsor

Sample Sponsorship Letter

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Sponsorship Letter

Dear Sir,

We on behalf of XYZ Company are organizing a fund raising event for the old age homes in and round the town. The event is conducted primarily to supply them with sensible health and alternative facilities.

We have a tendency to ask each and every company, sponsorship so that we can give the best facilities to the people residing in these old age homes. Your company is one of them and would love you to become one amongst the sponsors of the event. As you recognize that the money that we might gain out of this programee would be distributed to the varied old age homes that are the homes for several homeless people. There are alternative sponsors too for the event and that we would be glad if you to become one amongst them. Awaiting your response for constant and for any queries you'll be able to contact us anytime on our official number.

Thanking You

Yours truly,

Name and Signature

Sponsorship Letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Sponsorship Letter

Dear _____(Sir or Madam)

I(name of the sender) am writing this letter to you(name of the receiver) to appeal to you to sponsor for the event we would be conducting on.....(date of the event) at.....(venue of the event). The event is conducted basically to help old age homes around the city and we would be glad to receive a voluntary sponsorship from you. Waiting for your reply till then.

Yours Truly,

Name of the person

Sign of the person

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