

Volunteer sponsorship request letter template

Date

Name

Organization

Street

City, State ZIP

Dear [Company Name],

Each year, [Nonprofit Name] tracks more than [dollar amount] in volunteer impact to help [cause]. Our volunteer events are some of the best ways we can get closer to achieving our [mission].

This [season], we are hosting our annual [name of event] on [location and date]. Last year we were able to put in a combined [number of hours]—of course with the help of our passionate volunteers.

We know that [Company Name] values corporate philanthropy and helping out our shared community. We'd like to propose a partnership with your organization where you act as our official sponsor and encourage your employees to volunteer their time at the event.

In recognition of [Company Name]'s support, we will use your branding throughout our event and highlight your company whenever we can.

If your company is interested in becoming an official sponsor for this volunteer event, please reach out to us at [contact information]. We can't wait to hear back!

Sincerely, [or With warm regards,]

Signature of a leader in the organization

Typed name of organizational leader