To,

Mike Symons,

76-road,

12-street,

Russia.

(Subject)- Sample sponsorship request letter.

Dear Mr. Mike,

I am writing this letter to you for a purpose. I want to tell you that we are organizing a programme on the awareness of HIV AIDS. Thus for this purpose we are going to organize a programme. The show will consist of a play and many speeches which will create awareness among the people. This dangerous disease is spreading very rapidly nowadays.

It is a need of the hour to save the people from this disease and create awareness among them regarding this. Thus we request you to sponsor our show. We really need your sponsorship. In the programme hoardings of your company will be put as you are sponsoring the show. We are doing this for a good purpose and due to this we need your active participation.

I hope you will consider this letter.

Your’s sincerely,

David Dave.