

Letter of Introduction Template

Letters of introduction are useful for requesting sponsorship and other donations. When approaching businesses or organizations for support, providing a letter is essential. The template below can also be adapted to be a cover letter to accompany grant applications.

Organization's Letterhead (logo and address)

[DATE]

[Recipient's Name]

[Recipient's Position]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

Dear [Recipient]:

Re: [Purpose of letter]

[Paragraph introducing initiative]

[Paragraph further describing initiative]

[Paragraph outlining future direction and potential for partnership/collaboration/source of support]

If you require more information about the [name of organization/initiative], please contact us via [insert contact details: website, phone, email].

Sincerely,

[Name of individual]

[Position or title within organization]

[Name of Organization]