

Letter of Sponsorship Mention Proposal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. We are excited to present an opportunity for [Recipient Organization] to become a key sponsor of [Event/Project Name]. This event/project aims to [briefly describe purpose and significance].

As a sponsor, your organization will receive significant recognition, including but not limited to:

- Mention in all event materials and press releases
- Logo placement on our website and promotional materials
- Social media shout-outs before, during, and after the event

We believe that your support will not only enhance our event/project but also demonstrate your commitment to [shared values/mission]. We would be thrilled to discuss this proposal further and explore how we can collaborate to reach our mutual goals.

Thank you for considering this opportunity. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]