

[Your Organization's Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Media Outlet's Name]

[Media Outlet's Address]

[City, State, Zip Code]

Subject: Media Sponsorship Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Your Organization's Name], a [brief description of your organization and its mission]. We are excited to announce our upcoming event, [Event Name], scheduled to take place on [Event Date] at [Event Location]. This event aims to [briefly describe the purpose of the event].

We would like to request your support as a media sponsor for our event. By partnering with us, [Media Outlet's Name] will gain significant exposure to [target audience] and enhance its brand presence within the community. In exchange for your sponsorship, we are pleased to offer [list benefits such as logo placement, promotional opportunities, etc.].

We believe that this partnership will be mutually beneficial and help us achieve the goals of [Event Name]. I would love the opportunity to discuss this further and explore ways we can work together. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Thank you for considering our request. We look forward to the possibility of collaborating with [Media Outlet's Name] for a successful event.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]