

# Letter of Sponsorship Request

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization] to seek your support as a sponsor for our upcoming event, [Event Name], taking place on [Event Date] at [Event Venue]. This event aims to [briefly describe purpose of the event] and expects to draw [number] attendees from [target audience].

Your company, [Recipient Company], stands out as a leader in [industry/field], and aligning with us would not only enhance the event but also provide your business with excellent exposure to a targeted audience. With the sponsorship, [Recipient Company] will receive benefits including [list key benefits and opportunities for the sponsor, like logo placement, promotional materials, etc.].

We would be honored to partner with you for this event and hope to create a lasting relationship that benefits both our organizations. I would love the opportunity to discuss this sponsorship further at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to set up a time for a conversation.

Thank you for considering this partnership. We look forward to the possibility of working together to make [Event Name] a resounding success.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]