

Subject: Sponsorship Opportunities for Employee Recognition Program

Dear [Recipient's Name],

We are excited to announce our upcoming Employee Recognition Program, aimed at celebrating the hard work and dedication of our talented team members. To make this event successful, we are seeking sponsorship support from esteemed organizations like yours.

Sponsorship Levels:

- **Gold Sponsor:** \$5,000 - Logo on all event materials and recognition during the event.
- **Silver Sponsor:** \$3,000 - Logo on the event website and social media shoutouts.
- **Bronze Sponsor:** \$1,000 - Acknowledgment in the event program.

Your sponsorship will help us provide meaningful awards to our employees and create a memorable celebration. In return, your organization will gain valuable exposure and demonstrate its commitment to recognizing excellence in the workplace.

If you are interested in becoming a sponsor, please contact us by [insert date] at [your contact information]. We appreciate your consideration and support of our Employee Recognition Program.

Thank you for your time.

Sincerely,

[Your Name]

[Your Position]

[Your Company]