

# Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request your support as a sponsor for the upcoming Community Business Fair, which will be held on [insert date] at [insert location]. This event aims to promote local businesses while providing a platform for networking and collaboration within our community.

Your company, known for its commitment to community engagement, would be a perfect fit as a sponsor. We anticipate over [insert estimated number] attendees, giving you significant exposure and the opportunity to connect with potential customers.

In exchange for your sponsorship, we would offer [insert benefits, e.g., logo placement, vendor booth, promotional opportunities]. We believe this partnership can be mutually beneficial and help showcase the strength of our local business community.

Thank you for considering this opportunity. I would be happy to discuss this in more detail at your convenience. Please feel free to contact me at [your phone number] or [your email address].

We hope to have you as a valued sponsor for this exciting event.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]