

# Request for Sponsorship

[Your Name]

[Your Title]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor's Name]

[Sponsor's Title]

[Sponsor's Organization]

[Address]

[City, State, Zip Code]

**Dear [Sponsor's Name],**

I hope this letter finds you well. I am writing to seek your support as a sponsor for our upcoming Think Tank Conference, titled "[Conference Title]," scheduled to take place on [Date] at [Location]. This event aims to gather thought leaders, policy makers, and innovative thinkers to engage in meaningful discussions about [briefly describe theme or objectives of the conference].

Your organization has a strong reputation for [mention any relevant achievements or contributions of the sponsor], and we believe that partnering with you would greatly enhance the success of our conference.

We are seeking sponsors who can help us with [mention specific needs or expenses, such as venue, materials, or speakers]. In return for your generous support, we can offer a variety of promotional opportunities, including [describe the benefits for the sponsor, such as logo placement, speaking opportunities, etc.].

We would be honored to discuss this partnership and explore how we can work together to achieve mutual goals. Please feel free to contact me directly at [your phone number] or [your email address].

Thank you for considering our request. We look forward to the possibility of working together.

**Sincerely,**

[Your Name]

[Your Title]

[Your Organization]