

Request for Sponsorship

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip]

Subject: Sponsorship Opportunity for Comedy Night

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization] to seek your support as a sponsor for our upcoming Comedy Night, scheduled for [Date] at [Venue]. This event aims to bring laughter and joy to our community while supporting [cause or purpose].

We expect a diverse audience, which will provide your company with excellent visibility and the opportunity to connect with potential customers. As a sponsor, your company will be prominently featured on all promotional materials, including posters, social media, and our event program.

We are seeking sponsorship at various levels: [list sponsorship levels and benefits]. Your contributions will greatly enhance the event and ensure its success.

Thank you for considering our request. I would love to discuss this opportunity further and explore how we can work together. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]