

Letter of Sponsorship Request

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you as [Your Position/Title] at [Your Company/Franchise Name] to seek your support as we prepare to launch our new franchise in [Location].

As an innovative leader in [Industry or Sector], we believe that our franchise will greatly contribute to the local economy and create a vibrant community hub. We are seeking sponsorship to help cover essential expenses associated with the launch, including marketing, operational setup, and community engagement activities.

Your sponsorship will not only ensure a successful opening but will also provide excellent visibility for [Recipient's Company Name], as we plan to feature your brand prominently in our promotional materials and during the launch event. We are excited about the possibility of partnering with you to achieve mutual growth.

Attached to this letter, you will find detailed information about our franchise, the launch timeline, and the sponsorship levels available. I would greatly appreciate the opportunity to discuss this proposal further. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a convenient time for a meeting.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company/Franchise Name]

Attachments: [List any documents attached]