

Inquiry Regarding Event Sponsorship

[Your Name]

[Your Position]

[Your Club Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor's Name]

[Sponsor's Position]

[Sponsor's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

We hope this message finds you well. I'm writing on behalf of [Your Club Name], where we aim to [briefly describe your club's mission or purpose]. We are excited to announce an upcoming event that will [describe the event and its goals].

We believe that a partnership with [Sponsor's Company Name] would be mutually beneficial. We are seeking sponsorship to [explain what the sponsorship will support, e.g., cover costs, provide materials, etc.]. In return, we would be happy to offer [mention any advertising, promotion, or engagement opportunities for the sponsor].

We would greatly appreciate the opportunity to discuss this sponsorship opportunity further. Please let us know a convenient time for us to connect, or feel free to reach out to me directly at [your phone number].

Thank you for considering this opportunity to support [Your Club Name]. We look forward to the possibility of working together to make a positive impact in our community.

Warm regards,

[Your Name]

[Your Position]

[Your Club Name]