

Letter of Sponsorship Request

Date: [Insert Date]

[Sponsor's Name]

[Sponsor's Title]

[Sponsor's Company/Organization]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

We hope this message finds you well. My name is [Your Name], and I am the [Your Title] of [Club Name]. We are reaching out to seek your support as a sponsor for our upcoming event, [Event Name], taking place on [Event Date].

[Briefly describe the event and its purpose, e.g., "This event aims to promote community spirit and engage local youth in various activities."]

We expect to attract [Estimated Number] attendees, including [mention the audience, e.g., families, students, community leaders]. As a valued member of our community, we believe your sponsorship would enhance the quality of our event while providing you with significant visibility within the community.

We are offering several sponsorship levels, including [mention the sponsorship tiers and their benefits, e.g., Platinum, Gold, Silver]. We would be grateful if you could consider any of the options outlined in the attached sponsorship proposal.

Thank you for considering this opportunity to support [Club Name]. We would be happy to discuss this sponsorship further at your convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

We look forward to the possibility of partnering with you for this exciting event.

Sincerely,

[Your Name]

[Your Title]

[Club Name]

[Club Address]

[City, State, Zip Code]