

# Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Sponsor's Name]

[Sponsor's Position]

[Sponsor's Company]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

We are excited to announce the upcoming [Event Name], scheduled for [Event Date] at [Event Location]. This technology event aims to [briefly describe the purpose and goals of the event].

We would like to invite [Sponsor's Company] to become a sponsor of our event. Your support will help us [explain how the sponsorship will help]. In return, we offer numerous benefits including [list benefits: logo placement, speaking opportunities, etc.].

We believe that a partnership with your esteemed company will enhance the experience of our attendees while providing great exposure for [Sponsor's Company].

Please find attached the sponsorship proposal with detailed information about the various sponsorship levels available.

We appreciate your consideration and look forward to the possibility of collaborating with you for this exciting event. Please feel free to reach out with any questions or further information.

Thank you for your time.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]