

# Event Sponsorship Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, ZIP]

[Email]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, ZIP]

Dear [Recipient Name],

We are excited to announce that [Your Organization] will be hosting [Event Name] on [Event Date]. This event will [brief description of the event's purpose and significance]. We expect [anticipated audience or participants].

We are reaching out to invite [Company Name] to partner with us as a sponsor for this meaningful event. Your support will enable us to [mention specific benefits or uses of the sponsorship funds]. In return, we can offer [details of sponsorship benefits, such as branding opportunities, recognition at the event, etc.].

We would be honored to have [Company Name] as a sponsor and to showcase your commitment to [relevant cause or community]. Please find attached our sponsorship proposal for further details.

Thank you for considering our request. We would love the opportunity to discuss this exciting partnership with you further. Please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]