

Request for Sponsorship

Date: [Insert Date]

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

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

Dear [Sponsor's Name],

I hope this message finds you well. My name is [Your Name], and I am an author looking to host a book signing event for my latest publication titled "[Book Title]." The event is scheduled for [Event Date] at [Event Location]. We anticipate an audience of [expected number] attendees, all of whom will be avid readers and potential customers for your products/services.

We are seeking sponsorship to help cover expenses such as venue rental, promotional materials, and refreshments. In return for your generous support, we would be thrilled to offer you the following benefits:

- Your company logo on all promotional materials
- A dedicated booth at the event
- Recognition during the event
- Complimentary copies of the book

We believe that this partnership could be mutually beneficial and would provide excellent exposure for your brand within the community. I would love the opportunity to discuss this proposal further and explore how we can work together to make this event a success.

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

Warm regards,
[Your Name]
[Your Title/Occupation]
[Your Website or Social Media (if applicable)]