

Conference Sponsorship Inquiry

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

[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization], a non-profit entity focused on [briefly describe your organization's mission]. We are currently in the planning stages for our upcoming conference, [Conference Name], scheduled for [dates] in [location].

We would like to extend an invitation for [Recipient's Organization] to become a sponsor for this event. Our conference aims to [state purpose and target audience of the conference], and we believe that your involvement would bring significant value both to our attendees and your organization.

Sponsorship opportunities include [list out key sponsorship benefits and available packages]. We are committed to making this partnership beneficial and meaningful.

We would greatly appreciate the opportunity to discuss this further and explore potential ways we can collaborate effectively. Please let us know a convenient time for you to discuss this or feel free to contact me directly at [Your Phone Number] or [Your Email].

Thank you for considering this opportunity. We look forward to the possibility of partnering with you.

Warm regards,
[Your Name]
[Your Position]
[Your Organization]