

# Conference Sponsorship Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

**Dear [Recipient's Name],**

I am writing to invite [Recipient's Company] to become a sponsor for the upcoming [Conference Name], scheduled to take place on [Conference Date] at [Conference Venue]. This year's theme is [Conference Theme], and we expect to attract over [number] participants, including industry leaders, experts, and decision-makers.

As a sponsor, [Recipient's Company] will have the opportunity to showcase its commitment to [relevant field/industry] and gain valuable exposure through various promotional platforms, including branding on event materials, speaking opportunities, and networking with attendees.

Attached to this letter, you will find a detailed sponsorship proposal outlining different tiers and benefits associated with each level of sponsorship. We would be honored to have your support in making [Conference Name] a successful event.

Thank you for considering this opportunity. I look forward to the possibility of collaborating with [Recipient's Company] and am happy to answer any questions you may have. Please feel free to reach me at [Your Phone Number] or [Your Email].

Warm regards,

[Your Name]

[Your Position]

[Your Organization]