

Letter of Sponsorship Proposal

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Subject: Sponsorship Proposal for [Event Name]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to invite [Recipient Organization] to be a valuable sponsor for our upcoming gala event, [Event Name], to be held on [Event Date] at [Event Venue]. This event aims to [briefly state the purpose of the event, e.g., raise funds for a charitable cause, celebrate community achievements, etc.].

We are expecting over [number of attendees] attendees, including key community leaders, supporters, and media representatives. As a sponsor, [Recipient Organization] will gain significant visibility and engage with attendees who share a passion for [relevant theme, cause, or industry].

We have various sponsorship levels available, including [briefly list sponsorship tiers, e.g., Gold, Silver, Bronze] with corresponding benefits such as [list benefits, e.g., logo placement, complimentary tickets, promotional materials]. Your support will not only enhance the event experience but also showcase your commitment to [state the cause or values aligned with the event].

We would be honored to have [Recipient Organization] join us as a sponsor for this impactful event. I would love the opportunity to discuss this further and explore how we can align our goals for mutual benefit.

Thank you for considering our proposal. I look forward to the possibility of partnering with you for a successful event. Please feel free to reach me at [Your Phone Number] or [Your Email Address] to discuss further.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]