

Letter of Sponsorship Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Organization Name], a non-profit dance organization dedicated to [briefly describe your mission or goals]. We are excited to announce our upcoming event, [Event Name], which will take place on [Event Date] at [Event Location]. This event aims to [briefly describe event purpose or objective].

We are seeking sponsorship from [Company/Organization Name] to help make this event a success. Your support will not only enhance the experience for our attendees but will also provide an opportunity for your organization to demonstrate its commitment to the arts and community development. We offer various sponsorship levels, each with its unique benefits, including [mention key benefits such as logo placement, promotional opportunities, etc.].

We would be thrilled to partner with [Company/Organization Name] and feature your organization prominently during our event. Your contribution will help fund [mention what sponsorship funds will be used for, e.g., venue costs, performers, outreach programs].

We would love the opportunity to discuss this sponsorship in more detail. I will follow up with you on [insert follow-up date] to see if we can set up a meeting. Thank you for considering our request, and for your commitment to supporting the arts in our community.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]