

# Letter of Sponsorship Request

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

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

Dear [Recipient's Name],

I am writing to request your support as a sponsor for our upcoming Environmental Expo taking place on [Event Date] at [Event Location]. This event aims to raise awareness about environmental issues and promote sustainable practices within our community.

As a leader in [Recipient's Industry/Field], your sponsorship would not only enhance our event but also showcase your commitment to environmental stewardship. We expect attendance from [expected number] participants, including community members, organizations, and businesses eager to learn and engage.

We are offering various sponsorship levels, and your contribution will directly fund [specific needs like promotional materials, speakers, etc.]. As a sponsor, you will receive ample visibility through [media exposures, signage, etc.], acknowledging your generous support.

We would be thrilled to partner with you for this initiative and discuss potential sponsorship options that align with your company's values and goals. Please let us know a convenient time for you to discuss this further.

Thank you for considering our request. Together, we can make a significant impact on the environment and our community!

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]