

[Your Name]

[Your Position]

[Radio Station Name]

[Station Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor's Name]

[Sponsor's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Sponsorship Request for [Event/Program Name]

Dear [Sponsor's Name],

I hope this letter finds you well. I am writing on behalf of [Radio Station Name], a community-oriented radio station that serves [describe the audience or community]. We are hosting an exciting event/program, [Event/Program Name], scheduled for [date(s)], and we would love to partner with [Company Name] as a sponsor.

This event/program aims to [briefly describe the purpose and benefits of the event/program]. We believe that your involvement as a sponsor would not only enhance the experience for attendees but also provide your company with valuable exposure to our dedicated audience.

As a sponsor, [Company Name] will receive the following benefits: [list specific benefits, e.g., logo placement, shout-outs on air, promotional mentions, etc.]. We are open to discussing various sponsorship levels to best fit your marketing goals.

We would be thrilled to have [Company Name] on board as we work together to make this event/program a great success. I kindly ask for the opportunity to discuss this proposal further. Please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this partnership opportunity. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Position]

[Radio Station Name]