

Request for Sponsorship Collaboration

[Your Name]

[Your Position]

[Department/Organization Name]

[University Name]

[Email Address]

[Phone Number]

[Date]

[Sponsor's Name]

[Sponsor's Position]

[Company Name]

[Company Address]

Dear [Sponsor's Name],

I hope this message finds you well. I am reaching out to explore a potential collaboration between [University Name] and [Company Name] for our upcoming event, [Event Name], scheduled to take place on [Event Date].

The event aims to [brief description of the event and its objectives]. We expect an attendance of [number of attendees] students, faculty, and community members, providing an excellent platform for your brand to reach a diverse audience.

We would be thrilled to have [Company Name] as one of our key sponsors. In return for your support, we offer [briefly outline the benefits for the sponsor, e.g., logo placement, speaking opportunities, etc.].

I would love the opportunity to discuss this collaboration further. Please let me know a suitable time for you to have a conversation or if you prefer, I can provide additional details via email.

Thank you for considering this opportunity. I look forward to the possibility of working together to make [Event Name] a great success.

Sincerely,

[Your Name]

[Your Position]

[University Name]