

Request for Corporate Sponsorship

[Your Name]

[Your Position]

[College/University Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [College/University Name] to extend an invitation for corporate sponsorship for our upcoming annual college festival, scheduled to take place on [dates of the festival]. This event is expected to attract over [number of attendees] participants from diverse backgrounds, creating a unique opportunity for your company to gain exposure and engage with the vibrant college community.

Our festival features a variety of activities, including [briefly describe activities, such as workshops, performances, competitions, etc.], making it an exciting platform for brands to showcase their commitment to community engagement and support for education.

We would be grateful for your partnership and sponsorship in making this event a success. In return for your support, we offer the following benefits:

- Company logo on festival promotional materials
- Recognition on our event website and social media platforms

- Opportunities for booth space and product displays during the festival

We are eager to discuss this potential partnership further and explore the sponsorship levels available. Thank you for considering our request. I look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Position]

[College/University Name]