

Sponsorship Request for [Event Name]

[Your Name]

[Your Position]

[College/University Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor's Name]

[Sponsor's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this letter finds you well. I am writing to you on behalf of [College/University Name] to seek your support as a sponsor for our upcoming event, [Event Name], taking place on [Event Date]. This event aims to [briefly describe the purpose of the event].

As a valued member of our community, we believe that your sponsorship would greatly enhance the experience for our attendees while providing great visibility for your company. We are expecting [number] participants and coverage through [mention any promotional channels, e.g., social media, campus publications].

We would be grateful for any support you can provide, whether it be financial or in-kind contributions. In return, we are pleased to offer [mention benefits, e.g., logo placement, recognition during the event, etc.].

Please find attached a detailed sponsorship proposal outlining the various sponsorship levels and their respective benefits.

Thank you for considering this opportunity. I would be happy to discuss this further at your convenience. I look forward to the possibility of partnering with you for this event.

Sincerely,

[Your Name]

[Your Position]

[College/University Name]