

Letter of Sponsorship Inquiry

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip]

Dear [Recipient Name],

I am writing to you on behalf of [Your Organization], a nonprofit dedicated to [briefly describe mission or initiative]. We are currently seeking sponsorship support for our upcoming event, [Event Name], which will take place on [Event Date].

[Describe the event and its purpose, highlighting its impact on the community and potential benefits for the sponsor. Include expected attendance, reach, and any media coverage.]

We would be honored to partner with [Recipient Organization] as a sponsor for this event. In return for your support, we are pleased to offer the following benefits: [list benefits such as logo placement, promotional opportunities, etc.].

We believe that [Recipient Organization]'s involvement would not only enhance our event but also showcase your commitment to [shared values or community].

Thank you for considering our request. I would be happy to discuss this opportunity further at your convenience. Please feel free to contact me at [your phone number] or [your email].

Sincerely,

[Your Name]
[Your Title]
[Your Organization]