

# Request for Sponsorship Commitment

Date: [Insert Date]

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

[Sponsor's Name]  
[Sponsor's Position]  
[Sponsor's Organization]  
[Sponsor's Address]  
[City, State, Zip Code]

Dear [Sponsor's Name],

I am writing to you on behalf of [Your Organization] to seek your support as we prepare for [Event/Project Name] which will take place on [Date/Event Timeline]. This initiative aims to [Briefly explain the purpose and significance of the event/project].

Your commitment to [Sponsor's Organization's Field/Industry] aligns perfectly with our mission. We believe that your partnership will be instrumental in ensuring the success of this event and in reaching our target goals.

We would like to invite you to become a sponsor at various levels, as outlined in the attached sponsorship package. Each level offers unique benefits, including [List a few key benefits, e.g., logo placement, booth space, etc.].

We would be grateful for the opportunity to discuss this partnership further and explore how we can work together. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We look forward to the possibility of partnering with you to make [Event/Project Name] a remarkable success.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]