

Subject: Sponsorship Request for Our Upcoming Non-Fiction Event

Dear [Sponsor's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Library/Organization Name]. We are excited to announce our upcoming Non-Fiction Event, scheduled for [Event Date], at [Event Location]. This event aims to promote literacy, knowledge sharing, and community engagement through the celebration of non-fiction literature.

We are reaching out to seek your support as a sponsor for this impactful event. By partnering with us, you will not only demonstrate your commitment to education and culture but also gain exposure to a diverse audience who values literary contributions and community involvement.

As a sponsor, your organization will receive the following benefits:

- Logo placement on event marketing materials, including flyers, social media posts, and press releases.
- A banner display at the event venue.
- Recognition during the event program.
- Complimentary tickets for your team members.

Your contribution will play a crucial role in making this event a success, ensuring that we can provide an enriching experience for all attendees. We are seeking sponsorship at various levels, and we would be happy to discuss options that align with your organization's capabilities.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] to discuss this opportunity further. Thank you for considering our request, and we look forward to the possibility of working together.

Sincerely,

[Your Name]
[Your Position]
[Library/Organization Name]
[Library Address]
[Library Phone Number]