

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

## **Subject: Sponsorship Request for Holiday Office Party**

Dear [Recipient's Name],

I hope this message finds you well. As the holiday season approaches, we at [Your Company Name] are excited to plan our annual office holiday party scheduled for [Date]. This event is a great opportunity to celebrate our team's hard work throughout the year and strengthen relationships within our community.

To make this event a success, we are seeking sponsorship from esteemed organizations like [Recipient's Company Name]. Your support will not only enhance the festivities but also provide you with an opportunity to gain visibility among our employees and their families.

We believe that by partnering with us for this event, [Recipient's Company Name] can showcase its commitment to community engagement and benefit from promotional opportunities at the event.

We would greatly appreciate your consideration of this sponsorship request, and I would be happy to discuss the specific benefits and options available. Thank you for considering supporting our holiday celebration.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]