

# Sponsorship Proposal for Guest Speaker Event

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

[Sponsor's Name]  
[Sponsor's Title]  
[Sponsor's Company]  
[Company Address]  
[City, State, Zip Code]

Dear [Sponsor's Name],

I am writing to you on behalf of [Your Organization] in regard to our upcoming guest speaker event titled "[Event Title]," scheduled for [Event Date] at [Event Location]. This event will feature [Brief Description of the Speaker] and is expected to attract [Estimated Attendance] attendees from various sectors including [Industries/Fields].

We are seeking sponsorship to help us cover the expenses involved in hosting this significant event. By partnering with us, you will gain visibility and recognition among a diverse audience, as well as the opportunity to showcase your commitment to [Relevant Industry/Community Cause].

We are offering various sponsorship levels, including [List of Sponsorship Levels or Packages], with benefits such as logo placement, promotional opportunities, and complimentary tickets for your team. Enclosed is detailed information about the sponsorship levels and benefits.

We would love to discuss this opportunity further with you and explore how we can align this sponsorship with your company's goals. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any questions or to arrange a meeting.

Thank you for considering this opportunity to support [Your Organization]. We look forward to the possibility of working together to make this event a success.

Sincerely,

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