

# Subject: Sponsorship Request for New Branch Opening

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are excited to announce the opening of our new branch located at [Branch Address] on [Opening Date]. As part of our launch celebrations, we are seeking sponsorship to help make this event memorable and impactful for our community.

With your support, we aim to [briefly explain what the sponsorship will fund, e.g., community activities, promotional materials]. This is a wonderful opportunity for [Recipient Company Name] to gain visibility and demonstrate your commitment to the community.

In exchange for your sponsorship, we offer [details of what you can provide in return, e.g., logo placement, acknowledgment at the event]. We would be thrilled to discuss tailored sponsorship opportunities that meet your business goals.

Please let us know a convenient time for you to discuss this further. We look forward to the possibility of partnering with you for this exciting event.

Thank you for considering our request. We hope to hear from you soon.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]