

# In-Kind Sponsorship Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Sponsor's Name]

[Sponsor's Organization]

[Sponsor's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this letter finds you well. I am writing to request your support as an in-kind sponsor for our upcoming music festival, [Festival Name], which will take place on [Event Date] at [Event Location]. This festival celebrates [describe the purpose of the festival, e.g., local music, culture, community].

We are seeking [specific items or services you need] to help make this event a success. Your contribution will not only enhance the festival experience but also provide your organization with significant visibility and recognition in the community.

In return for your generous support, we would be delighted to offer the following benefits:

- Logo placement on promotional materials
- Social media shout-outs
- Exclusive booth space at the festival
- Complimentary tickets for your team

We believe that a partnership with [Sponsor's Organization] would be mutually beneficial, and we would love to discuss this opportunity further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We hope to bring our vision to life with your support!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]