

Conference Sponsorship Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Application for Sponsorship - [Conference Name]

Dear [Recipient Name],

I am writing to formally request sponsorship for the upcoming [Conference Name], which will take place on [Date] at [Venue]. Our conference aims to [briefly explain the purpose and goals of the conference]. This event will bring together [describe the target audience and stakeholders].

We anticipate a significant turnout and believe that your esteemed agency's support would be instrumental in realizing the conference's success. A sponsorship from [Agency Name] would not only enhance our event but also align with your organization's commitment to [mention any relevant programs or initiatives by the government].

We kindly request a sponsorship amount of [specific amount] to cover [briefly outline what the funds would be used for]. In return, we are pleased to offer [list the benefits for the sponsor, such as branding opportunities, promotional efforts, etc.].

We would greatly appreciate the opportunity to discuss this sponsorship further and explore how we can work together for mutual benefit.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Full Name]

[Your Position]

[Your Organization]