

Request for Job Fair Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request your support as a sponsor for our upcoming Job Fair, scheduled for [insert date], at [insert location]. This event aims to connect potential employers with a diverse pool of talented job seekers from [insert target demographic or institutions].

Your sponsorship will help us cover various costs associated with organizing the event, including venue rental, marketing materials, and refreshments. In return, we would be pleased to offer you prominent recognition during the event, including your logo featured on promotional materials and opportunities for direct engagement with attendees.

We believe that your company aligns perfectly with our goal of fostering meaningful career connections, and your participation would be invaluable.

Thank you for considering this opportunity to support our community and promote your company at our Job Fair. I would be happy to discuss this in further detail at your earliest convenience.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]