

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

[Sponsor's Name]  
[Sponsor's Position]  
[Sponsor's Organization]  
[Sponsor's Address]  
[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this message finds you well. I wanted to follow up on my previous inquiry regarding the potential sponsorship for our upcoming glass art exhibit scheduled for [exhibit dates]. We believe that partnering with [Sponsor's Organization] would not only enhance the event but also provide a wonderful opportunity for your brand to be showcased to art enthusiasts and the community.

Please let me know if you require any further information or if there is a convenient time for us to discuss this potential collaboration. I look forward to your response.

Thank you for considering our request.

Best regards,

[Your Name]  
[Your Position]  
[Your Organization]