

Alumni Association

[Your Name]

[Your Title]

[Alumni Association Name]

[Address]

[City, State, Zip]

[Email]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip]

Subject: Sponsorship Request for [Event Name]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Title] of the [Alumni Association Name]. We are dedicated to fostering connections and promoting opportunities for our alumni community. This year, we are organizing [Event Name] on [Event Date], and we would like to invite [Company/Organization Name] to be a key sponsor.

[Briefly describe the event, its purpose, and the expected outcomes. Explain why sponsorship is beneficial for the company/organization.]

We are seeking sponsorship in the amount of [Sponsorship Amount] to help cover [specific costs or areas of support]. In return, we would be happy to [describe benefits such as logo placement, marketing opportunities, etc.].

Your support can make a significant difference in the success of this event and the impact it will have on our alumni community.

Thank you for considering this opportunity. I would be happy to discuss this further and answer any questions you may have. Please feel free to contact me at [Your Phone Number] or [Your Email].

Warm regards,

[Your Name]

[Your Title]

[Alumni Association Name]