

Letter of Sponsorship Invitation Request

[Your Name]

[Your Position]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To

[Recipient Name]

[Title]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request your esteemed support as a sponsor for our upcoming event, [Event Name], scheduled to take place on [Event Date] at [Event Location]. This event aims to [briefly describe the purpose and importance of the event].

We believe that your participation would not only enhance the significance of the event but also provide valuable exposure for [Embassy Name] among key stakeholders and community members.

We would be honored to partner with you and seek your assistance in making this event a success through financial sponsorship or in-kind contributions.

Thank you for considering our request. We would be delighted to discuss this opportunity further at your convenience.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Organization]