

# Letter of Sponsorship Proposal

Date: [Insert Date]

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

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

Dear [Sponsor's Name],

I hope this message finds you well. I am writing to propose a sponsorship opportunity for [Name of Conference], which will be held on [Date(s)] at [Location]. This conference aims to bring together scholars, practitioners, and industry leaders to discuss the latest developments and research in [Field/Topic].

We are expecting over [number] participants, including [specific groups, e.g., students, professionals, etc.]. This is a great opportunity for [Sponsor's Company/Organization] to gain visibility and connect with a targeted audience that aligns with your mission and goals.

We offer multiple sponsorship levels (e.g., Gold, Silver, Bronze) with various benefits, including [list specific benefits, e.g., logo placement, speaking opportunities, exhibition space]. We are also open to discussing any custom sponsorship options that may better suit your organization.

We believe that your involvement would greatly enhance the experience of our attendees and promote [Sponsor's Company/Organization] as a leader in the field.

Thank you for considering this opportunity. I would love to discuss this further and answer any questions you may have. I will follow up with you on [date] to see if we can arrange a meeting.

Warm regards,

[Your Name]  
[Your Position]  
[Your Institution]