

Branding Asset Inquiry for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of collaborating with [Recipient's Company/Organization] as a sponsor for our upcoming event, [Event Name], scheduled for [Event Date] at [Event Venue].

Our event aims to [briefly describe the purpose of the event, target audience, and any other relevant details]. We believe that a partnership with your esteemed brand would be mutually beneficial and align well with our goals.

In this regard, we would like to explore your branding assets available for sponsorship, including but not limited to, [list specific assets like banners, digital promotions, merchandise, etc.].

We would greatly appreciate any information you could provide about your sponsorship opportunities, including pricing and availability. Our objective is to create a lasting partnership that highlights the strengths of both our organizations.

Thank you for considering this opportunity. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Your Company/Organization]