

# Letter of Sponsorship Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Theatre Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Theatre Company] to seek your support for our upcoming production of [Production Title], which is set to take place on [Date(s)] at [Venue]. This dynamic performance aims to [briefly explain the theme or aim of the production].

As a leader in our community, your contribution would not only support our production but also enhance the cultural landscape of [City/Community Name]. We are seeking sponsorship to help cover costs related to [mention specific needs such as costumes, sets, marketing, etc.], and in return, we would be delighted to acknowledge your support through [mention benefits such as logo placement, promotional materials, etc.].

We believe that partnering with [Your Theatre Company] presents an excellent opportunity for [Recipient Company] to showcase its commitment to supporting the arts and connecting with a diverse audience. We would be grateful for any amount or type of support you can provide, and we are happy to discuss tailored sponsorship packages that meet your goals.

Thank you for considering our request. I would love the opportunity to discuss this with you further and explore potential collaborations. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email].

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Theatre Company]