

# Request for Holiday Event Sponsorship

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Organization's Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As we approach the holiday season, I am reaching out to seek your support for our upcoming [Event Name] scheduled for [Event Date]. This event aims to [briefly explain the purpose of the event, such as bringing joy to the community, supporting local charities, etc.].

We are looking for sponsors to help us make this event a success, and we would be honored to have [Recipient's Company] as a key supporter. Your sponsorship would not only contribute to the success of the event but also demonstrate your commitment to our community. We anticipate [mention expected attendees, community impact, etc.].

We offer various sponsorship levels with corresponding benefits, including [list benefits such as logo placement, promotional opportunities, etc.]. I would be glad to provide further details and discuss how we can customize a sponsorship package that works for you.

Thank you for considering this opportunity. I look forward to the possibility of partnering with you for this wonderful event. Please feel free to reach out to me at [Your Phone Number] or [Your Email] to discuss further.

Warm regards,

[Your Name]  
[Your Position]  
[Your Organization]