

Letter of Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title/Position]

[Organization Name]

[Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing on behalf of [Your Organization Name] to seek your esteemed support as a sponsor for our upcoming Arts Festival, which will be held on [Date(s)] at [Location]. This annual event celebrates the creativity and diversity of our community's artists, showcasing a variety of art forms including visual arts, music, dance, and theater.

We anticipate an attendance of over [Number] participants from the local community and surrounding areas, providing an excellent opportunity for your brand to gain visibility and connect with a passionate audience.

As a sponsor, you will receive numerous benefits including:

- Prominent logo placement on event materials
- Social media recognition leading up to and during the event
- Opportunities for on-site engagement with attendees

Your support will not only help us execute this meaningful event but will also demonstrate your commitment to the arts in our community. We would be grateful for any level of sponsorship that you can contribute.

Thank you for considering this opportunity. I would love to discuss this further and explore how we can collaborate to make the Arts Festival a great success.

Warm regards,

[Your Name]
[Your Title/Position]
[Organization Name]
[Email Address]
[Phone Number]