

# Library Book Fair Sponsorship Request

[Your Name]

[Your Position]

[Library Name]

[Library Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor's Name]

[Sponsor's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

We are excited to announce that [Library Name] will be hosting our annual Book Fair on [date] at [location]. This event aims to promote literacy and a love for reading among the community, featuring a wide selection of books, author signings, and engaging activities for all ages.

To make this event a success, we are seeking sponsorships from local businesses that share our commitment to education and community engagement. Your support would help cover the costs of materials, promotions, and activities, allowing us to create a memorable experience for everyone involved.

Sponsorship opportunities range from [describe different levels of sponsorship, e.g., Gold, Silver, Bronze], and each level includes various benefits such as advertisement in event materials, recognition on our website, and complimentary tickets to the event.

We would be grateful for your support in making our Book Fair a wonderful experience. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Thank you for considering our request. We hope to partner with you in this exciting event!

Sincerely,

[Your Name]

[Your Position]

[Library Name]