

# Library Fundraising Event Sponsorship Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Library Name]

[Library Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out on behalf of [Library Name] to seek your support for our upcoming fundraising event, [Event Name], scheduled for [Event Date]. This event aims to raise funds that will enhance our library services and resources for the community.

We would like to invite [Company/Organization Name] to be a sponsor for this event. Your sponsorship will not only help us reach our fundraising goals but will also demonstrate your commitment to supporting literacy and learning in our community.

As a sponsor, you will receive the following benefits:

- Recognition in our event program and promotional materials
- Logo placement on our website and social media platforms
- Complimentary tickets to the event

We would greatly appreciate any level of sponsorship you are able to provide. Please find attached our sponsorship proposal for more details.

Thank you for considering this opportunity to support [Library Name]. We would love to partner with you to make this event a success. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any questions or further discussions.

Warm regards,

[Your Name]

[Your Position]

[Library Name]