

# Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to invite [Recipient's Organization] to become a valued sponsor of our upcoming dance performance, "[Performance Title]," scheduled to take place on [Date] at [Venue]. This event promises to celebrate the vibrant culture of dance while showcasing local talent and promoting community engagement.

As a sponsor, your organization will receive prominent visibility through our marketing materials, press releases, and social media platforms, reaching an audience of [Expected Audience Size]. We believe this partnership will not only benefit our dance performance but also enhance the visibility of [Recipient's Organization] within the community.

We are seeking sponsorship in the amount of [Sponsorship Amount], which will directly support the costs associated with production, costumes, and marketing. In return, we will offer various recognition opportunities, including [list any specific benefits, such as logo placement, free tickets, etc.].

Thank you for considering this opportunity to support the arts and our community. I would be happy to discuss this sponsorship further and answer any questions you may have. I look forward to the possibility of partnering with [Recipient's Organization] for this exciting event.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]