

Letter of Sponsorship Request

Date: [Insert Date]

[Your Name]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Business Owner's Name]
[Business Name]
[Business Address]
[City, State, Zip Code]

Dear [Business Owner's Name],

I hope this letter finds you well. My name is [Your Name], and I am organizing a community hiking event scheduled for [Event Date] to promote outdoor activities and healthy living in our local area.

We are reaching out to local businesses for sponsorship opportunities to help make this event successful. By partnering with us, your business will gain visibility among [expected number] participants and attendees, and we will feature your logo on event materials, social media, and our website.

We are looking for sponsors to help cover expenses such as permits, equipment, and refreshments. In return, we can offer various sponsorship packages that can suit your marketing needs and budget.

We would love to discuss this opportunity with you further. Please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for considering this opportunity to support our community and promote your business!

Sincerely,
[Your Name]
[Your Position]
[Your Organization]