

Letter of Inquiry for Sponsorship

[Your Name]
[Your Position]
[Church Name]
[Church Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]

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

Dear [Business Owner's Name],

I hope this message finds you well. My name is [Your Name], and I am writing on behalf of [Church Name]. We are excited to announce our upcoming event, [Event Name], scheduled for [Event Date], which aims to [briefly describe the event's goal and audience].

We are reaching out to local businesses to seek sponsorship support, which will help us enhance the experience for attendees while also providing valuable visibility for your business within our community.

We would be grateful if [Business Name] would consider becoming a sponsor for this event. In return, we can offer [list potential benefits for the sponsor, such as advertising, branding opportunities, etc.].

Thank you for considering our request. We believe that with your support, we can make this event a memorable occasion for our community. I would love the opportunity to discuss this further and explore ways we can work together.

Please feel free to reach me at [Your Phone Number] or [Your Email Address]. I look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Position]
[Church Name]