

Letter of Request for Media Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Media Sponsor's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization], an organization dedicated to [briefly describe your organization's mission and goals]. We are excited to announce our upcoming gala dinner, "An Evening of [Theme/Title]," which will be held on [Date] at [Location].

This event aims to [describe the purpose of the gala dinner and its significance]. We expect to host [insert number] guests, including influential community members, local businesses, and media representatives.

We would be honored to partner with [Media Sponsor's Company] as a media sponsor for this event. Your support would not only enhance the visibility of the gala but also align your brand with a wonderful cause that resonates with your audience.

As a media sponsor, you will receive:

- Brand visibility in event promotions and materials
- Social media shout-outs and features leading up to the event
- Recognition during the event
- Complimentary tickets to the gala

We believe this partnership could greatly benefit both parties, and we would love to discuss this opportunity further. Please let us know a convenient time for us to connect.

Thank you for considering our request. We look forward to the possibility of collaborating with [Media Sponsor's Company] to make this event a success.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]