

Request for Sponsorship

Date: [Insert Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

My name is [Your Name], and I am the [Your Position] at [Your Organization/Production Company Name]. We are planning to produce a [type of media production - e.g., short film, documentary, community event] that aims to [briefly explain the purpose and significance of the project]. This project will be filmed on [dates] in [location].

We believe that your support as a local business can help us bring this project to fruition. In exchange for your sponsorship, we would be thrilled to offer [list sponsorship benefits, e.g., logo placement, promotional opportunities, etc.]. We would love to discuss how your company can be involved and highlight your commitment to supporting local arts and engagement.

We are seeking sponsorship in the amount of [amount requested], which will be used for [briefly outline what the funds will cover, e.g., equipment, permits, marketing]. Any additional support you could provide would also be greatly appreciated.

I would love the opportunity to discuss this further and explore how we can work together to make this project a success. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a meeting at your convenience.

Thank you for considering this opportunity to support local media production. We look forward to the possibility of partnering with you.

Sincerely,

[Your Name]
[Your Position]
[Your Organization/Production Company Name]
[Your Phone Number]
[Your Email Address]