

# Letter of Sponsorship Inquiry

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Team/Organization Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Team/Organization Name], a [brief description of your team/organization]. We are organizing an upcoming event, [Event Name], scheduled for [Event Date], at [Event Location].

We are reaching out to explore the potential for a sponsorship partnership with [Company Name]. As a leading company in [industry], we believe your involvement would not only enhance our event but also provide significant exposure for your brand among our passionate audience.

The event is expected to attract [number of participants/audience] and will feature [brief description of activities, competitions, etc.]. We have several sponsorship packages available, each designed to provide branding opportunities and visibility for your company.

We would be thrilled to have [Company Name] as a key player in our event, and we are eager to discuss how we can work together to create a mutually beneficial partnership.

Thank you for considering our request. I look forward to the possibility of collaborating with you. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for further discussions.

Warm regards,

[Your Name]

[Your Position]

[Team/Organization Name]