

Event Program Sponsorship Package Request

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Organization Address]
[City, State, Zip]

Dear [Recipient Name],

We are excited to host the upcoming [Event Name] on [Event Date] at [Event Location]. This event aims to [briefly describe the purpose of the event]. As we prepare for this special occasion, we would like to extend an invitation for your organization to become a sponsor.

Our sponsorship package offers businesses like yours an excellent opportunity to gain visibility and show community support. The details of the sponsorship levels are outlined in the attached document.

We would be grateful for your consideration of this partnership and would be happy to discuss any questions you might have regarding the sponsorship levels and benefits.

Thank you for considering this opportunity to support [Event Name]. We look forward to the possibility of collaborating with you to make this event a success!

Sincerely,

[Your Name]
[Your Position]
[Your Organization]