

Event Program Sponsorship Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you on behalf of [Your Organization] to request your support as a sponsor for our upcoming event, [Event Name], scheduled to take place on [Event Date] at [Event Location]. This event aims to [briefly describe the purpose of the event and its significance].

We expect to attract [number of participants] participants, including community members, local businesses, and media representatives. As a valued member of our community, your sponsorship would greatly enhance the event's success and visibility.

We have multiple sponsorship levels, and we are happy to discuss opportunities that best fit your organization's goals and budget. In return for your sponsorship, we will provide [list benefits such as logo placement, recognition in event materials, etc.].

Please find attached our sponsorship proposal for detailed information regarding the event and the benefits of sponsoring it. I would be delighted to discuss this opportunity with you at your convenience.

Thank you for considering our request. We look forward to the possibility of partnering with you to make [Event Name] a success.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]