

Inquiry for Event Memorabilia Sponsorship

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am [Your Name], [Your Position] at [Your Organization]. We are excited to announce that we will be hosting [Event Name] on [Date] at [Location]. This event aims to [briefly describe the purpose of the event].

As part of our event, we are seeking sponsors for memorabilia items that will be given to participants and attendees. We believe that your esteemed company would be a perfect fit for this sponsorship opportunity.

By partnering with us, you will gain visibility within our community, reaching [insert expected audience size or demographics]. Your brand will be featured on event memorabilia such as [provide examples, e.g., T-shirts, bags, or other items].

We would be delighted to discuss this opportunity further and explore how we can work together to make this event a memorable experience for all.

Thank you for considering this partnership. I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Phone Number]

[Your Email Address]