

Request for Sponsorship of Event Memorabilia

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization] as we prepare for our upcoming event, [Event Name], which is scheduled to take place on [Event Date]. This event aims to [briefly describe the purpose of the event, e.g., raise funds, increase awareness, etc.].

We are seeking your support in the form of memorabilia sponsorship for this event. Your esteemed company has a reputation for [briefly mention recipient's company contributions, values, or relevance to the event], and we believe partnering with you would enhance the overall experience for our attendees.

As a memorabilia sponsor, your company will receive significant exposure through [mention how the sponsorship will be acknowledged, e.g., logos on event materials, announcements during the event, etc.]. We expect over [Number of Attendees] attendees, which includes [mention target audience, e.g., community members, industry leaders, etc.].

Attached to this letter are the details regarding sponsorship levels and benefits. We would be honored to have your support as we make this event a memorable one for all participants.

Thank you for considering this opportunity. I would love to discuss this potential partnership further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]