

# Corporate Sponsorship Request

Date: [Insert Date]

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

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

Dear [Recipient's Name],

We are thrilled to announce our upcoming event, [Event Name], which will take place on [Event Date] at [Event Location]. This event aims to [brief description of the event's purpose and goals]. We are seeking corporate sponsorships to help us achieve our goals and make a positive impact on our community.

We are writing to invite [Recipient's Company] to be a corporate sponsor for this event. As a leader in [Recipient's Industry], your support would not only benefit our cause but also enhance your visibility within the community. In recognition of your contribution, we would be delighted to offer [list benefits, such as logo placement, promotional opportunities, etc.].

Additionally, we have established a contribution matching program, where we will match any contributions made by your organization up to [Specify Amount]. This allows you to maximize the impact of your support and demonstrates your commitment to [specific cause or community benefit].

We would love to discuss this opportunity further and explore how we can work together for a successful event. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We look forward to the possibility of partnering with [Recipient's Company] for [Event Name]!

Warm regards,

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