

Letter of Sponsorship Request

[Your Name]

[Your Position]

[Your Organization]

[Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Sponsor's Name]

[Sponsor's Position]

[Sponsor's Company]

[Company Address]

[Company City, State, Zip]

Dear [Sponsor's Name],

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

As we plan for this exciting occasion, we are seeking corporate sponsorship to help us produce high-quality event merchandise. We are offering a unique opportunity for [Sponsor's Company] to gain visibility and showcase your commitment to [relevant cause or community]. By becoming a sponsor, your company will receive recognition in event promotions, materials, and throughout the event itself.

We would greatly appreciate your support through a sponsorship of [specific item or service you need, e.g., t-shirts, bags, branded giveaways, etc.]. In return, we will ensure your company is prominently featured in our marketing efforts and onsite displays.

Thank you for considering this opportunity to partner with us. I would be happy to discuss this sponsorship further and explore how we can collaborate to make a positive impact together. Please feel free to reach me at [Your Phone Number] or [Your Email Address].

Looking forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]