

Letter of Sponsorship Request

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor's Name]

[Sponsor's Position]

[Sponsor's Company]

[Sponsor's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I am writing to you on behalf of [Your Organization/Committee Name] to invite you to become a sponsor of the upcoming Regional Development Conference, scheduled to take place on [Date] at [Location]. This event will bring together key stakeholders, policymakers, and industry leaders to discuss strategies and innovations for regional development.

Your support as a sponsor would greatly enhance the success of this conference and demonstrate your commitment to [mention relevant themes or focus areas, e.g., sustainable development, economic growth]. We expect attendance from over [Number] participants, offering you an excellent opportunity to showcase your brand and connect with influential decision-makers.

We offer various sponsorship levels, each providing a unique set of benefits, from visibility in our promotional materials to opportunities to engage with attendees during the conference. Enclosed is a sponsorship proposal for your consideration.

We would be honored to have [Sponsor's Company] as a partner in this important initiative. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Thank you for considering this opportunity to support regional development. We look forward to the prospect of partnering with you for this event.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]