

Letter of Sponsorship Inquiry

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing on behalf of [Your Organization] to explore the possibility of partnering with [Recipient Organization] as a sponsor for our upcoming Annual Fair, scheduled for [Insert Date]. This event aims to [briefly describe the purpose and significance of the fair].

We expect over [insert estimated number] attendees, providing a fantastic opportunity for your organization to gain visibility and engage with the community. As a sponsor, you will receive extensive recognition before, during, and after the event, including [list some benefits, e.g., logo placement, mentions in press releases, etc.].

We would be delighted to discuss various sponsorship opportunities that align with your marketing objectives and budget. I have attached our sponsorship proposal for your review.

Thank you for considering this partnership. I look forward to the possibility of working together to make a positive impact within our community. Please feel free to contact me at [Your Phone Number] or [Your Email] to discuss this further.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]