

# Letter of Sponsorship Proposal

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip]

## **Subject: Sponsorship Proposal for [Conference Name]**

Dear [Recipient's Name],

I am writing to propose an exciting opportunity for [Recipient's Company Name] to become a sponsor for the upcoming [Conference Name], taking place on [Dates] at [Location]. This event will bring together industry leaders, experts, and innovators to discuss key trends and developments in [Industry/Field].

As a leader in [Relevant Field or Industry], your sponsorship would not only enhance the quality of the event but also position [Recipient's Company Name] as a key contributor to the advancement of our industry.

We offer several sponsorship packages that include benefits such as:

- Brand visibility on all conference materials
- Complimentary conference passes
- Exhibit space to showcase your products and services
- Networking opportunities with industry professionals

I would be thrilled to discuss this proposal further and explore ways to align our goals. Thank you for considering this opportunity to collaborate. I look forward to your positive response.

Warm regards,

[Your Name]  
[Your Position]  
[Your Company Name]