

Subject: Sponsorship Request for Team Building Event

Dear [Sponsor's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are excited to announce our upcoming team building event scheduled for [Date] at [Location]. This event aims to foster teamwork and collaboration among our employees, ultimately enhancing productivity and morale within the organization.

We are reaching out to seek your support as a sponsor for this event. By becoming a sponsor, you will have the opportunity to showcase your brand to our team and promote a strong partnership within the community. We expect around [Number of Participants] attendees, which will provide significant exposure for your business.

Your sponsorship will help cover costs such as venue rental, activities, and materials needed for the event. In return, we will prominently display your company logo on all event materials and provide you with recognition during the event. We believe this partnership could be mutually beneficial and strengthen our relationship.

Please find attached a detailed sponsorship proposal outlining several sponsorship levels and their corresponding benefits. We would love to discuss this opportunity further and explore how we can collaborate.

Thank you for considering our request. We look forward to the possibility of partnering with you for this exciting event!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]