

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Sponsor's Name],

I hope this letter finds you well. I am writing to invite [Sponsor's Company Name] to be a sponsor for our upcoming Local Sports Festival, scheduled to take place on [Event Date] at [Event Location]. This annual event is a celebration of community spirit, sportsmanship, and healthy living, attracting participants and spectators from throughout the region.

As a key member of the local community, your support would be invaluable in making this event a success. We anticipate over [Number of Participants] athletes competing across various sports, along with an estimated [Number of Spectators] attendees. Sponsoring this event will not only showcase your commitment to promoting wellness but also provide excellent exposure for your brand in the community.

We offer a range of sponsorship levels, as detailed in the attached sponsorship package. Each level includes various promotional opportunities such as logo placement on event materials, social media recognition, and speaking opportunities at the event.

We would be thrilled to partner with [Sponsor's Company Name] and look forward to discussing how we can work together to make this festival a memorable occasion for everyone involved. Please feel free to reach out to me at [Your Phone Number] or [Your Email] to discuss this opportunity further.

Thank you for considering our request. We hope to have you on board as a valued sponsor!

Warm regards,

[Your Name]

[Your Position]

[Organization Name]