

Inquiry for Product Sponsorship

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of [Recipient's Company Name] sponsoring our upcoming exhibition, [Exhibition Name], scheduled for [Exhibition Dates] at [Exhibition Venue]. This event aims to [briefly describe the goals of the exhibition].

We believe that [Recipient's Company Name] aligns perfectly with our vision and would greatly benefit from exposure to our audience, which consists of [describe audience]. As a sponsor, you will receive various promotional opportunities, including [list potential sponsorship benefits, such as logo placement, booth space, etc.].

We would be thrilled to discuss this opportunity further and explore how we can collaborate to make this event a success for both parties. I have attached our sponsorship proposal for your consideration.

Thank you for considering this opportunity. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization Name]