

# Request for Sponsorship Partnership

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]

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

Dear [Sponsor's Name],

We are excited to announce our upcoming annual event, [Event Name], which will be held on [Event Date] at [Event Venue]. This event aims to [briefly describe the purpose of the event].

We are seeking sponsorship partners who share our vision and commitment to [mention relevant cause or goal]. As a valued partner, [Sponsor's Company] will receive prominent recognition throughout the event, including [list benefits such as logos on materials, social media mentions, etc.].

Please find attached our sponsorship proposal, which outlines various sponsorship levels and the associated benefits. We believe that your support will greatly enhance the success of our event and help us achieve our goals.

We would love to set up a meeting to discuss this partnership further and explore ways we can collaborate. Thank you for considering this opportunity to make a difference in our community.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Your Phone Number]  
[Your Email]