

Date: [Insert Date]

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

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

Dear [Sponsor's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [School Name]. We are excited to announce that we will be hosting our annual school concert on [Insert Date], and we are reaching out to seek your support as a sponsor for this event.

The concert will feature performances by our talented students, showcasing their musical skills and hard work. We expect an audience of [Insert Number] attendees, including families, friends, and community members, providing an excellent opportunity for your company to gain visibility and demonstrate your commitment to supporting local education.

- Logo placement on concert promotional materials
- Recognition during the event
- A dedicated mention in our school newsletter

Your support will not only help make this concert a success but will also make a significant impact on our students' educational experience. We would be grateful for any contribution you could offer, whether it be financial support or in-kind donations.

Thank you for considering our request. I look forward to the possibility of partnering with you for this exciting event. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or would like to discuss this opportunity further.

Warm regards,

[Your Name]
[Your Position]
[School Name]