

Request for Sponsorship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a member of the organizing committee for the upcoming Alumni Networking Event scheduled to take place on [Event Date] at [Event Location]. This event aims to connect alumni, foster relationships, and provide a platform for sharing experiences and professional growth.

We are seeking sponsorship to help make this event a success. Your support would not only enrich the experience for our attendees but also provide great visibility for [Company/Organization Name] within the alumni community. We expect to host over [number] attendees, including industry leaders, entrepreneurs, and decision-makers.

In return for your sponsorship, we offer multiple benefits, including [list benefits such as logo placement, booth space, promotional opportunities, etc.]. We would be thrilled to highlight your commitment to supporting education and alumni engagement.

Could we schedule a call or meeting to discuss potential sponsorship opportunities? Thank you for considering our request. I look forward to the possibility of partnering with you for this exciting event.

Warm regards,

[Your Name]

[Your Title/Position]

[Your Institution/Organization]