

Letter of Sponsorship Request

Date: [Insert Date]

[Your Name]

[Your Position]

[University Name]

[University Address Line 1]

[University Address Line 2]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [your position] at [University Name]. We are excited to announce that we will be hosting our annual Career Fair on [Date] at [Location]. This event presents a fantastic opportunity for students to connect with industry leaders and potential employers.

We are reaching out to invite [Company Name] to become a key sponsor of this event. Your support will be instrumental in helping us provide our students with valuable insights and networking opportunities with esteemed organizations like yours.

As a sponsor, [Company Name] will benefit from extensive exposure to our diverse student body, as well as the opportunity to engage directly with participants at the fair. We anticipate over [insert number] students and various companies attending, making this a prime opportunity for you to showcase your commitment to education and community engagement.

We would be delighted to discuss various sponsorship levels and the associated benefits, including promotional materials, booth space, and more. Please let us know a convenient time for you to discuss this further.

Thank you for considering this opportunity to partner with [University Name]. We look forward to the possibility of working together to make this Career Fair a success.

Sincerely,

[Your Name]

[Your Position]

[University Name]
[Contact Information]