

# Request for Sponsorship

[Your Name]  
[Your Position]  
[University Name]  
[University Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Sponsor's Name],

I hope this letter finds you well. I am writing to seek your support as we organize our upcoming Heritage Month Celebration at [University Name]. This event is scheduled to take place from [start date] to [end date] and aims to celebrate the rich cultural diversity and heritage of our university community.

We are expecting participation from students, faculty, and the local community, with activities that include [list activities such as cultural performances, food fairs, workshops, etc.]. To make this celebration a success, we are seeking sponsorship to help cover the costs of equipment, promotion, and refreshments.

Your company's commitment to community engagement aligns perfectly with the values we promote, and we would be honored to feature your brand during our event. We offer various sponsorship levels, including [describe sponsorship tiers, e.g., Platinum, Gold, Silver], each providing unique recognition opportunities.

We would be grateful if you could consider partnering with us for this important celebration of heritage and diversity. I would love the opportunity to discuss this further and explore how we can work together for mutual benefit.

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

Sincerely,  
[Your Name]  
[Your Position]  
[University Name]