

Event Sponsorship Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Sponsor's Name]

[Sponsor's Position]

[Sponsor's Organization]

[Sponsor's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this message finds you well. I am writing to formally apply for sponsorship for our upcoming catering event titled "[Event Title]," scheduled for [Event Date] at [Event Venue]. This event aims to [briefly describe the purpose of the event].

We are anticipating an attendance of [estimated number] guests, including [briefly describe audience demographics]. As a sponsor, your organization would gain visibility and recognition within the community, and we would proudly feature your logo on event materials, including flyers, social media promotions, and banners.

We would greatly appreciate your support in helping us make this event a success. Please find attached our sponsorship proposal, which outlines the various sponsorship levels and associated benefits.

Thank you for considering our request. I look forward to the possibility of partnering with [Sponsor's Organization] for this event.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]