

Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization] as we prepare to celebrate our annual Local Produce Day on [Event Date]. This event aims to promote local farmers and sustainable agriculture in our community while encouraging residents to support locally sourced foods.

We anticipate over [number] attendees, including families, local businesses, and agricultural enthusiasts. Our agenda includes workshops, cooking demonstrations, and a farmers' market featuring local vendors. To make this event successful, we are seeking sponsorship from community-minded businesses like yours.

Your support can help us cover the costs of logistics, promotions, and activities that benefit both the attendees and your business. In return for your sponsorship, we would be happy to offer the following benefits:

- Logo placement on event materials and signage
- Recognition during the event
- Promotional opportunities through our social media channels

We have packaged our sponsorship levels as follows:

- Gold Sponsor: \$[amount]
- Silver Sponsor: \$[amount]
- Bronze Sponsor: \$[amount]

We believe this partnership will not only benefit our event but also enhance your visibility and commitment to supporting our local community.

If you would like to discuss this opportunity further, please feel free to contact me at [your phone number] or [your email address]. Thank you for considering our request. We hope to hear from you soon!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]