

# Request for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to invite [Recipient's Company] to become a sponsor for our upcoming virtual trade show, [Event Name], scheduled for [Event Date]. This event aims to [briefly explain the goals and purpose of the event].

As a prominent leader in [industry/field], your participation would greatly enhance the experience for our attendees, who consist of [describe your target audience]. We believe that a partnership with [Recipient's Company] could help showcase your commitment to [relevant industry/causes].

We have several sponsorship packages available, each designed to provide maximum exposure and engagement during the event. Some benefits of sponsorship include:

- Your logo featured on our promotional materials and website
- Access to a dedicated space for networking opportunities
- Opportunities for speaking engagement and product showcases

We would be honored to have [Recipient's Company] as one of our key sponsors and would love to discuss this opportunity in more detail. Please let me know a convenient time for you to connect.

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

Sincerely,

[Your Name]

[Your Position]  
[Your Organization]