

Contract Approval Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Approval Request for Event Sponsorship Contract

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek your approval for the sponsorship contract for the upcoming [Event Name] scheduled to take place on [Event Date]. We have an opportunity to partner with [Sponsoring Company Name] as a sponsor, which aligns with our strategic goals and will enhance our visibility in the community.

Details of the sponsorship are as follows:

- **Sponsor:** [Sponsoring Company Name]
- **Sponsorship Amount:** [Amount]
- **Benefits:** [List of Benefits]
- **Event Description:** [Brief Description of the Event]

I believe that this partnership will be mutually beneficial and I am eager to move forward with the necessary steps. Attached you will find the proposed contract for your review and approval.

Please let me know if you have any questions or require further information. I look forward to your prompt response.

Thank you for considering this request.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]