

# Letter of Request for Hospital Event Sponsorship Partnership

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to you on behalf of [Your Hospital Name] to explore a potential partnership for our upcoming event, [Event Name], scheduled for [Event Date]. This event aims to [briefly describe the purpose of the event, e.g., raise awareness, funds, etc.].

Your organization has a strong commitment to [mention any relevant alignment between the company and hospital's mission], and we believe that a partnership could greatly enhance the impact of this event.

We invite [Company Name] to be a sponsor, contributing [mention specific sponsorship opportunities, e.g., financial support, products, or services]. In return, we offer [mention benefits such as branding opportunities, promotional exposure, etc.].

We would love to discuss this opportunity with you in further detail. I will follow up with you next week to see if we can arrange a meeting. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] with any questions.

Thank you for considering this opportunity to make a difference in our community. We look forward to the possibility of partnering with you.

Sincerely,

[Your Name]  
[Your Position]  
[Your Hospital Name]