

# Request for Sponsorship

Date: [Insert Date]

[Sponsor's Name]

[Sponsor's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Theater Company's Name]. We are excited to announce our upcoming production of [Production Title], which is set to take place on [Dates of Production]. This production aims to [briefly describe the theme or purpose of the production].

We are reaching out to seek your support as a sponsor for this event. By partnering with us, your company will gain valuable exposure to our audience, which includes [describe your audience, e.g., local community members, theater enthusiasts, etc.]. We believe that a partnership with [Sponsor's Company Name] will not only enhance our production but also align with your commitment to [mention any relevant cause or interest of the sponsor].

In return for your generous sponsorship, we are pleased to offer the following benefits:

- Logo placement on all marketing materials
- Recognition in our program booklet
- Complimentary tickets to the performance
- [Additional benefits relevant to your sponsorship offer]

We would be honored to include [Sponsor's Company Name] as a key partner and look forward to discussing this opportunity with you further. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for considering this opportunity to support the arts in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Theater Company's Name]

[Theater Address]

[City, State, Zip Code]