

Letter of Appeal for Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title]

[University Name]

[University Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. At [University Name], we are excited to announce our upcoming lecture series, titled "[Lecture Series Title]", scheduled to take place on [start date] and continuing through [end date]. This event promises to bring together local experts, community leaders, and residents to foster learning and discussion on topics that are vital to our community.

We are reaching out to your organization for sponsorship support. Your participation will not only enhance the quality of our event but also provide visibility for your organization within the community. By supporting the lecture series, you will help us cover costs associated with venue rental, speaker honorariums, and promotional materials.

As a sponsor, your organization will benefit from:

- Logo placement on event materials and promotional content
- A dedicated feature on our website and social media channels
- Complimentary tickets to the lecture series for your staff and members

We would be grateful for your consideration of this partnership opportunity. I would be happy to discuss different levels of sponsorship and answer any questions you may have. Together, we can make a significant impact on our community through education and engagement.

Thank you for considering this opportunity. I look forward to the possibility of collaborating with you.

Sincerely,

[Your Name]
[Your Title]
[University Name]