

University Lecture Series Sponsorship Request

Date: [Insert Date]

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to you on behalf of [University Name] regarding an exciting opportunity to partner with us for our upcoming Lecture Series, scheduled for [insert date(s)]. This series aims to engage students, faculty, and the local community in meaningful discussions on [insert topics/themes].

We are seeking corporate sponsors to provide support for this vital educational initiative. Your partnership would help us cover costs associated with keynote speakers, promotional materials, and logistical arrangements. In return, we would be happy to offer your company significant visibility throughout the event, including promotional materials, social media recognition, and on-site branding opportunities.

We believe that [Company Name] aligns perfectly with our mission of fostering intellectual growth and community engagement. We would be honored to have you as a key sponsor.

Thank you for considering this partnership. I look forward to the opportunity to discuss it further with you. Please feel free to contact me at [your phone number] or [your email address].

Warm regards,

[Your Name]
[Your Position]
[University Name]
[University Address]
[City, State, Zip Code]
[Your Contact Information]