

# Business Seminar Sponsorship Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

## **Subject: Sponsorship Proposal for [Seminar Title]**

Dear [Recipient Name],

I hope this message finds you well. We are excited to announce our upcoming [Seminar Title] scheduled for [date] at [venue]. This seminar will gather industry leaders, professionals, and enthusiasts to discuss [briefly state seminar topics].

We would like to invite [Recipient Company Name] to be a valued sponsor for this event. As a sponsor, your branding will gain visibility before a targeted audience, including [mention expected participants].

### **Sponsorship Benefits:**

- Logo placement on event materials
- Exhibition space at the venue
- Complimentary passes for your team

- Recognized as a key sponsor in all promotional activities

We have several sponsorship packages available, including [list sponsorship levels, e.g., Platinum, Gold, Silver]. We would be happy to tailor a package that aligns with your marketing objectives.

Thank you for considering this opportunity. I would appreciate the chance to discuss this proposal further and answer any questions you may have. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Looking forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]