

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my previous proposal regarding sponsorship opportunities for the upcoming Leadership Summit scheduled for [Date]. We believe that your company would greatly benefit from the exposure and engagement this event offers.

As a reminder, the Leadership Summit will bring together industry leaders, influencers, and decision-makers, providing a unique platform for networking and brand visibility. We would be thrilled to have [Recipient Company] as a key sponsor.

We would appreciate the opportunity to discuss this further and answer any questions you may have. Please let me know a convenient time for us to connect.

Thank you for considering our proposal. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]