

# Community Event Sponsorship Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

**Dear [Recipient Name],**

We are excited to announce the upcoming [Event Name], scheduled for [Event Date]. This community event aims to [briefly describe purpose of event], and we believe it would benefit greatly from your support.

We are seeking sponsorship from [Government Agency Name] to help us achieve our goals and ensure a successful event that will [mention benefits to the community, e.g., bring people together, promote local businesses, etc.].

As a sponsor, [Government Agency Name] will receive generous visibility and recognition, including [list sponsorship benefits, e.g., logos on promotional materials, social media mentions, booth space, etc.]. We are confident that your partnership will showcase your commitment to the community and engage with citizens effectively.

We would love to discuss the sponsorship opportunities in detail and explore how we can acknowledge your valuable support during the event. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to set up a meeting.

Thank you for considering our proposal. We look forward to the possibility of working together to make [Event Name] an impactful event for our community.

**Sincerely,**

[Your Name]

[Your Position]

[Your Organization]