

Request for Corporate Sponsorship

Date: [Insert Date]

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you on behalf of [Organization Name], an organization dedicated to promoting the art of writing and literacy through various initiatives. We are excited to announce our upcoming Writing Conference, scheduled to take place on [Conference Date] at [Venue Location]. This event brings together writers, educators, and literary enthusiasts from across the region to celebrate and enhance their skills.

We are seeking corporate sponsorship for this event, which presents a unique opportunity for [Company Name] to gain visibility and show its support for the literary arts. As a sponsor, your company will be recognized in our promotional materials, website, and at the conference. We anticipate an audience of over [expected number] participants, providing excellent exposure for your brand.

We offer various sponsorship levels, each with distinct benefits. Attached you will find a sponsorship proposal outlining these options and their associated benefits. We would love the opportunity to discuss this partnership further and align our goals to ensure a mutually beneficial collaboration.

Thank you for considering our request. I look forward to the possibility of working together to make this event a success.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]