

Travel Fair Sponsorship Request

Date: [Insert Date]

[Sponsor's Name]

[Sponsor's Title]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Sponsor's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are excited to announce our upcoming Travel Fair, set to take place on [Event Date] at [Event Location]. This event aims to bring together travel enthusiasts, industry professionals, and community members to explore various travel opportunities and services.

To make this event successful, we are seeking sponsorship from esteemed organizations like yours. We believe that [Company's Name] aligns perfectly with our vision and target audience, making it a fantastic opportunity to showcase your brand.

We would like to request funding assistance for our Travel Fair. Your sponsorship will help cover the costs of [list specific expenses, e.g., venue, permits, marketing, etc.]. In return, we offer [mention benefits, e.g., brand visibility, promotional materials, speaking opportunities, etc.].

We expect to attract over [insert expected number] attendees, providing a unique platform for [Company's Name] to reach potential customers and enhance brand recognition within the travel community.

We would be grateful for the opportunity to discuss this further with you. Please let us know a convenient time for a meeting or call. Thank you for considering our request. We look forward to the possibility of partnering with [Company's Name].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]