

# Letter of Underwriting Request

Date: [Insert Date]

To:

[Underwriter's Name]

[Underwriter's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Underwriter's Name],

We are pleased to announce the upcoming [Conference Name], scheduled to take place from [Start Date] to [End Date] in [Location]. This global conference will bring together experts, thought leaders, and industry professionals from around the world to discuss [Brief Description of Conference Theme/Topics].

We are reaching out to you with an underwriting opportunity to support this prestigious event, which anticipates over [Expected Number of Attendees] attendees. Your partnership will not only contribute to the success of the conference but will also provide your organization with extensive visibility and engagement within the community.

As an underwriter, your company will receive numerous benefits, including:

- Prominent logo placement on all conference materials
- Recognition during key sessions and networking events
- Complimentary conference registrations
- Exhibition space at the conference venue

Please find attached a detailed underwriting proposal for your review. We invite you to join us in making the [Conference Name] a landmark event and look forward to the possibility of partnering with [Company Name].

Thank you for considering this opportunity. We would be happy to discuss it further at your convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Organization's Address]

[City, State, Zip Code]