

Invoice Request for Event Sponsorship

Date: [Insert Date]

To,

[Sponsor's Name]

[Sponsor's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

We are writing to formally request the invoice for the sponsorship contribution you committed to our event, [Event Name], held on [Event Date]. Thank you for your generous support.

The total sponsorship amount is [Insert Amount]. Please make the invoice payable to [Your Organization's Name] and send it to us at your earliest convenience.

We appreciate your support and look forward to working together again in the future.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Email]

[Your Phone Number]