

Partnership Request for Business Sponsorship

[Your Name]

[Your Position]

[Your Company/Organization]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are reaching out to explore a potential partnership with [Recipient's Company] as we prepare for [Event/Project Name], scheduled for [Event Date]. This event aims to [briefly describe the purpose and goals of the event].

We believe that aligning with [Your Company/Organization] will offer [Recipient's Company] valuable exposure to [target audience or market] and strengthen your brand's presence in the community.

We would greatly appreciate the opportunity to discuss this partnership further and explore how we can work together for mutual benefit. I look forward to the possibility of collaborating with [Recipient's Company].

Thank you for considering our request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a convenient time for a meeting.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]