

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Title]  
[Community Radio Station Name]  
[Radio Station Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my interest in exploring a sponsorship opportunity with [Community Radio Station Name]. As a company that values community engagement and local initiatives, we believe that collaborating with your station could have a significant positive impact on our shared community.

[Briefly describe your company and its mission, highlighting any connections to the community or the station's audience.]

We would like to propose a sponsorship for your upcoming programs/events that align with our values and mission. Our support could help enhance your programming and reach more listeners in our community.

In exchange for our sponsorship, we would appreciate recognition through [mention specific benefits, such as on-air promotions, mentions in your newsletters, etc.]. We truly believe this partnership would be mutually beneficial.

Thank you for considering our sponsorship request. I look forward to the opportunity to discuss this partnership further. Please feel free to reach out to me directly at [your phone number] or [your email] to schedule a meeting at your convenience.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]