

# Event Sponsorship Request

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Community Radio Station Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Community Radio Station Name], a local non-profit organization dedicated to serving our community through diverse programming and outreach initiatives. We are excited to announce our upcoming event, [Event Name], scheduled for [Event Date] at [Event Location].

This event aims to [briefly describe the purpose of the event and its significance to the community]. We believe that your organization shares our commitment to [common values or goals], and we would like to invite you to become a sponsor of this meaningful event.

As a sponsor, your organization will receive [list the benefits of sponsorship, such as logo placement, advertisement opportunities, etc.]. We anticipate attendance from [estimated number of attendees], providing invaluable exposure to your brand within our community.

We have various sponsorship levels available, including [briefly outline sponsorship tiers and their respective benefits]. We would be honored to have your support and partnership in making this event a success.

Thank you for considering this opportunity. I would love the chance to discuss this with you further. Please feel free to reach out at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]  
[Your Title]  
[Community Radio Station Name]