

# Request for Sponsorship: Company Picnic

Date: [Insert Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

Dear [Vendor's Name],

We are excited to announce our upcoming annual company picnic scheduled for [insert date] at [insert location]. This event not only provides an opportunity for employees to unwind and connect outside the workplace, but it also strengthens our community and partner relations.

We would like to invite you to be a sponsor for this year's picnic. Your support would greatly enhance the event, and in return, we will promote your business among our employees, showcasing your brand in our event materials, and providing you with visibility throughout the day.

We have various sponsorship levels available:

- Platinum Sponsor: \$[amount] - Includes [benefits]
- Gold Sponsor: \$[amount] - Includes [benefits]
- Silver Sponsor: \$[amount] - Includes [benefits]

If you are interested in sponsoring our company picnic or would like to discuss this opportunity further, please feel free to contact me directly at [your phone number] or [your email address]. We would love to have you on board and appreciate your support!

Thank you for considering this opportunity. We look forward to the possibility of partnering with you for this event.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company's Phone Number]

[Your Company's Email Address]