

Letter of Sponsorship Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to invite [Recipient's Organization] to consider sponsoring our upcoming Utility Community Engagement Event scheduled for [Event Date] at [Event Location]. This event aims to bring together the community to discuss important utility initiatives and foster engagement among local residents.

As a key player in our community, your support would be invaluable in making this event a success. We are expecting an attendance of [Expected Attendance] and believe that your involvement can help enhance community understanding and participation in utility issues.

We offer various sponsorship levels, including [List Sponsorship Levels and Benefits], which can provide visibility for your organization and showcase your commitment to community engagement.

We would greatly appreciate the opportunity to discuss this sponsorship with you further. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address]. Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]