

Sponsorship Agreement Request

Date: [Insert Date]

[Sponsorship Contact Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Sponsorship Contact Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position/Title] at [Your Organization/Project name]. I am reaching out to explore a potential sponsorship agreement that would benefit both your organization and ours.

As you may know, [Briefly describe the project or event]. We believe that your organization's commitment to [mention relevant values or goals] aligns perfectly with our mission and objectives.

We are seeking sponsorship to help cover costs related to [list specific items or areas for which funding is needed]. In return, we would be pleased to offer [describe the benefits for the sponsor, such as advertising, collaboration opportunities, etc.].

We would appreciate the opportunity to discuss this proposal further. Please let us know a convenient time for you to meet or have a call to discuss potential collaboration.

Thank you for considering this sponsorship opportunity. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]