

Community Event Sponsorship Proposal

Date: [Insert Date]

To,

[Sponsor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

We are excited to announce our upcoming community event, [Event Name], scheduled for [Event Date]. This event aims to [briefly describe the purpose of the event, e.g., support local charities, celebrate community spirit, etc.]. We anticipate an attendance of [expected number of attendees] and would love for your organization to be a part of this impactful occasion.

As a prominent member of our community, [Company Name] can play a vital role in making this event successful. We are seeking sponsorship to help cover [mention specific needs, e.g., venue, supplies, marketing, etc.], and in return, we offer a range of promotional benefits, including:

- Recognition in all event marketing materials
- Logo placement on event signage
- Opportunity to distribute promotional items at the event
- Featured mentions during the event

Attached to this letter is our sponsorship packet, which outlines various levels of sponsorship and the associated benefits. We believe that a partnership with your company will not only elevate the event but also enhance your brand visibility within the community.

We would love to discuss this proposal further and explore how we can collaborate. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to set up a meeting or for any inquiries you may have.

Thank you for considering our proposal. We look forward to the possibility of partnering with [Company Name] for this significant community event.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]