

Letter of Sponsorship Inquiry

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Organization/Community Group]
[Your Address]
[City, State, ZIP Code]
[Your Email]
[Your Phone Number]

[Sponsor's Name]
[Sponsor's Title]
[Sponsor's Company/Organization]
[Sponsor's Address]
[City, State, ZIP Code]

Dear [Sponsor's Name],

I hope this message finds you well. I am writing on behalf of [Your Organization/Community Group] to seek your support as a sponsor for our upcoming community festival, [Festival Name], scheduled to take place on [Date] at [Location]. This annual event aims to [briefly explain the purpose and activities of the festival].

With an expected attendance of [number] community members, the festival presents a wonderful opportunity for local businesses to engage with potential customers and showcase their commitment to supporting community initiatives. We would be thrilled to partner with [Sponsor's Company/Organization] to make this event a success.

We offer various sponsorship packages with benefits including [list a few key benefits, such as logo placement, booth space, promotional opportunities, etc.]. We believe your involvement would greatly enhance the festival experience for our attendees while providing your organization with valuable exposure.

We would love to discuss this opportunity further and explore how we can work together for mutual benefit. I will follow up with you on [insert follow-up date], but please feel free to reach out at your convenience at [Your Phone Number] or [Your Email].

Thank you for considering this opportunity to support our community. We hope to hear from you soon!

Sincerely,
[Your Name]

[Your Title]

[Your Organization/Community Group]