

Letter of Sponsorship Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Company Address Line 1]
[Company Address Line 2]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization] to invite [Recipient Company] to sponsor our upcoming Corporate Sports Challenge scheduled for [Event Date] at [Event Location]. This event aims to promote teamwork and wellness among local businesses while fostering community spirit.

As a valued partner in our community, your sponsorship would not only enhance the event but also provide a unique opportunity for [Recipient Company] to gain visibility and showcase your commitment to supporting local initiatives.

We have several sponsorship levels available, ranging from [Sponsorship Level and Amount] to [Higher Sponsorship Level and Amount]. Each level offers various benefits including [List Benefits e.g., logo placements, promotional materials, etc.].

We would be delighted to discuss this opportunity with you further and explore how we can work together to make this event a success. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We look forward to potentially partnering with you for this exciting event!

Sincerely,

[Your Name]
[Your Position]
[Your Organization]