

Date: [Insert Date]

[Your Name]
[Your Title/Position]
[Your Organization/Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Restaurant Name]
[Restaurant Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your support as a promotional sponsor for our upcoming event, [Event Name], which will take place on [Event Date] at [Event Location]. This event aims to [briefly describe the purpose of the event, e.g., raise funds for a charity, celebrate a community milestone, etc.].

We expect an attendance of [number of attendees], providing a great opportunity for [Restaurant Name] to gain visibility among potential new customers in our community. As a sponsor, your restaurant would be prominently featured in our marketing materials, including flyers, social media posts, and press releases.

We would be grateful if you could consider providing [specific sponsorship request, e.g., food, a gift certificate, or a financial contribution], which we believe would greatly enhance the experience for our attendees while showcasing your brand.

Please let me know a convenient time for us to discuss this further. I am looking forward to the potential of collaborating with [Restaurant Name] and appreciate your consideration of this request.

Thank you for your time and support.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Organization/Company Name]