

# Letter of Sponsorship Request

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Business Name]  
[Business Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. We are excited to announce that [Your Organization] will be hosting the annual [Festival Name] on [Date] at [Location]. This festival celebrates local businesses and community spirit, and we expect over [Number] attendees this year.

As a valued member of our community, we would love to have [Recipient Business Name] as a key sponsor for this event. Sponsorship opportunities provide excellent visibility and promotion for your business to a diverse audience.

We are offering several sponsorship levels, including:

- Silver Sponsor: \$[Amount] - Includes [Benefits]
- Gold Sponsor: \$[Amount] - Includes [Benefits]
- Platinum Sponsor: \$[Amount] - Includes [Benefits]

Your support will help us create a memorable event while showcasing your commitment to our local community. We would be happy to discuss this further and customize a sponsorship package that meets your business needs.

Thank you for considering this opportunity to partner with us. I look forward to your positive response.

Warm regards,

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