

# Letter of Request for Sponsorship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are thrilled to announce our upcoming performing arts event, [Event Name], scheduled for [Event Date] at [Event Venue]. This event aims to showcase [brief description of the event's purpose and significance].

We believe that your organization aligns perfectly with our mission and would greatly benefit from exposure to our audience, which will include [describe target audience]. We are seeking sponsorship to help fund [specific needs, e.g., production costs, marketing, etc.] and would be honored to partner with you for this exciting event.

In return for your sponsorship, we offer [outline benefits, e.g., logo placement, promotional opportunities, etc.]. We are looking for sponsors at various levels, and we would be happy to discuss any custom proposals that suit your marketing goals.

Thank you for considering this opportunity to support the arts in our community. I would love to discuss this further at your convenience. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]