

Corporate Sponsorship Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to invite [Recipient's Company] to sponsor our upcoming board event, [Event Name], scheduled for [Event Date] at [Event Venue]. This event will bring together [describe audience], providing an excellent opportunity for networking and brand visibility.

As a sponsor, you will gain access to [list key benefits]. We believe that your support will not only enhance our event but also promote your commitment to [cause or community].

Attached are the sponsorship levels and corresponding benefits for your review. We would be thrilled to have [Recipient's Company] on board as a partner.

Thank you for considering this opportunity. I look forward to the possibility of working together to make this event a success!

Best regards,

[Your Name]

[Your Title]

[Your Organization]