

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

[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Sponsorship Proposal for [Event/Program Name]

I hope this letter finds you well. I am writing to introduce [School Name] and to seek your support as a sponsor for our upcoming [event/program], which will take place on [date] at [location].

[Briefly explain the purpose of the event/program and its importance to the students and community.]

We are excited about the opportunity to engage with our community and provide valuable experiences for our students. However, to make this event successful, we are seeking sponsorship from [Company/Organization Name].

In exchange for your support, we offer [describe the benefits to the sponsor, such as logo placement, promotional opportunities, etc.].

We would be honored to partner with [Company/Organization Name] and believe that your contribution will make a significant impact. Please find attached a detailed proposal outlining the various sponsorship levels and benefits.

Thank you for considering our request. I would love the opportunity to discuss this further and explore how we can collaborate to make [event/program] a success.

Warm regards,

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