

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

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

Dear [Recipient's Name],

Subject: Sponsorship Request for [Event/Project Name]

I hope this letter finds you well. My name is [Your Name], and I am [your position, if relevant, or your connection to the event]. I am writing to invite [Company Name] to become a sponsor of [Event/Project Name], taking place on [date] at [location].

[Briefly describe the event/project: its purpose, audience, and benefits. Include statistics or past success if applicable.]

In order to make this event a success, we are seeking sponsorship contributions in various forms. We would be honored to partner with [Company Name] to help achieve our goals.

As a sponsor, [Company Name] will receive numerous benefits, including:

- [Benefit 1: e.g., logo placement on promotional materials]
- [Benefit 2: e.g., recognition during the event]
- [Benefit 3: e.g., featured on our website/social media]

We have several sponsorship levels available, and we are open to discussing a customized package that suits your company's needs.

Thank you for considering this opportunity to partner with us. I would love to discuss this sponsorship further and answer any questions you may have. Please feel free to contact me at [your phone number] or [your email address].

I look forward to the possibility of working together to make [Event/Project Name] a successful event.

Warm regards,

[Your Name]  
[Your Title/Organization]