

[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],

I hope this letter finds you well. I am writing to invite [Company/Organization Name] to sponsor our upcoming BBQ party, which will take place on [Date] at [Location]. This event aims to bring together [mention the target audience, e.g., community members, employees, etc.] for an afternoon of fun, food, and festivities, all while promoting camaraderie and community spirit.

As a valued member of our community, your support would not only enhance the experience of our attendees but also provide great exposure for your brand. We are expecting [number] participants, and your company will have the opportunity to showcase its commitment to the local community through various sponsorship levels:

1. ****Platinum Sponsor**** - \$[Amount]: Prominent logo placement on all event materials, and a designated area for promotional displays.
2. ****Gold Sponsor**** - \$[Amount]: Logo placement on event banners and social media mentions.
3. ****Silver Sponsor**** - \$[Amount]: Recognition in our event program and announcements during the event.

In return for your generous support, we will ensure that your brand receives extensive visibility before and during the event, including mentions in our press releases and promotional campaigns.

Please let us know if you are interested in becoming a sponsor or if you have any questions. We would be thrilled to partner with [Company/Organization Name] for this exciting event.

Thank you for considering this opportunity to make our BBQ party a success. We look forward to the possibility of working together.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]