

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding our previous discussion about the sponsorship opportunity for [Event/Program Name] scheduled for [Date].

As we discussed, [Briefly describe the event/program and its significance]. We believe that your partnership can greatly enhance the impact of this event and provide valuable exposure for [Recipient's Organization].

We would love to finalize the details and address any questions you may have. Please let us know a convenient time for you to discuss this further.

Thank you for considering this opportunity. We look forward to the possibility of collaborating with you.

Warm regards,

[Your Name]  
[Your Title]  
[Your Organization]