

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

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express our intent to seek sponsorship from [Recipient Company Name] for [specific event, program, or initiative], which aims to [briefly describe the purpose and goals of the event/program].

[Your Company Name] is dedicated to [your company's mission or vision], and with your support, we believe we can [explain the anticipated impact or benefits of the sponsorship].

We are looking for sponsorship at the following levels: [list sponsorship levels and benefits]. In return, [Recipient Company Name] will receive [mention the promotional opportunities, visibility, and benefits sponsors will gain].

We believe that our collaboration will not only enhance the success of [event/program] but also strengthen the community ties and visibility of [Recipient Company Name].

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]