

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

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

Dear [Recipient's Name],

Subject: Sponsorship Proposal

I hope this letter finds you well. I am writing to propose a potential sponsorship opportunity with [Your Organization Name] for [event/project name] taking place on [date] at [location].

[Briefly introduce your organization and explain its mission, highlighting any relevant achievements or history.]

We are seeking a sponsorship partnership with [Recipient's Organization Name] that will not only enhance our event but also promote your brand within our community. The details of the sponsorship options are as follows:

1. **\*\*Sponsorship Level 1\*\***: [Description of benefits, amount, and what is included]
2. **\*\*Sponsorship Level 2\*\***: [Description of benefits, amount, and what is included]
3. **\*\*Sponsorship Level 3\*\***: [Description of benefits, amount, and what is included]

By partnering with us, you'll be able to [mention how their involvement will benefit them, e.g., brand visibility, access to a target audience, etc.].

We believe that this collaboration will create a mutually beneficial relationship and would love to discuss this proposal further at your earliest convenience.

Thank you for considering our request. I look forward to the opportunity to work together.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]