

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

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

Dear [Recipient's Name],

I am writing to request your support for [event, project, or cause] as a sponsor. This [event/project] aims to [briefly describe the purpose and goals].

As a valued partner, your involvement would not only enhance our efforts but also provide you with [mention benefits for the sponsor such as visibility, brand recognition, etc.].

We offer various sponsorship levels, including [list sponsorship options and benefits].

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

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Organization]