

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

Dear [Recipient Name],

I hope this letter finds you well. We are excited to announce our upcoming guest speaker event, [Event Title], taking place on [Event Date] at [Event Location]. This event aims to [briefly explain the purpose of the event and its significance].

We are reaching out to invite [Company/Organization Name] to be a sponsor for this event. Your support would greatly enhance the experience for our attendees and allow us to bring in [Speaker Name], a renowned expert in [Speaker's field/industry], to share their insights on [Speaker's Topic]. As a sponsor, your organization will receive:

- [Listing of sponsorship benefits, e.g., logo placement, promotional materials, speaking opportunities]
- [Details on audience reach and engagement]
- [Any other relevant perks, e.g., complimentary tickets]

We believe that your involvement would not only benefit our event but also showcase your commitment to [mention any relevant community, industry, or goal].

Attached is a sponsorship proposal with further details about the event and opportunities for collaboration. We would be honored to work with [Company/Organization Name] and look forward to the possibility of partnering together.

Thank you for considering this opportunity. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you have any questions or require additional information.

Warm regards,

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