

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

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position/Title, if applicable] at [Your Organization/School Name]. I am reaching out to seek your support as a sponsor for our upcoming [event/project name] which will take place on [date(s)].

As part of this initiative, we are aiming to provide participants with the tools they need to succeed, and we believe that HP laptops would greatly benefit our [participants/students/teams]. With your sponsorship, we can ensure that [provide brief details on how the laptops will be used and their impact].

In return for your generous support, we would be thrilled to:

1. Highlight HP as a key sponsor in all promotional materials and on our website.
2. Include your logo on event banners and signage.
3. Offer opportunities for HP representatives to engage with participants during the event.

We are confident that a partnership with HP would not only enhance our program but also demonstrate HP's commitment to [specific cause or community].

Thank you for considering our request. I would be happy to discuss this proposal further and explore how we can make this collaboration a success. I look forward to the possibility of working together.

Warm regards,

[Your Name]  
[Your Position/Title]  
[Your Organization/School Name]  
[Your Email Address]  
[Your Phone Number]