

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

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

Dear [Recipient's Name],
I hope this letter finds you well. My name is [Your Name], and I am writing to request your support as a sponsor for the upcoming [Event/Activity Name] at [Institution's Name, e.g., Indiana Wesleyan University (IWU)], scheduled to take place on [Date] at [Location]. The event aims to [briefly explain the purpose of the event, e.g., raise funds, build community, support students, etc.]. We anticipate that it will attract [mention attendees, participants, etc.], providing excellent exposure for our sponsors.

As a sponsor, your organization will benefit from [describe benefits, e.g., promotional opportunities, logo visibility, networking, etc.]. We would be delighted to feature your brand prominently throughout the event.

We have several sponsorship levels available:

- **Platinum Sponsor: \$[Amount]**
- **Gold Sponsor: \$[Amount]**
- **Silver Sponsor: \$[Amount]**

Each level offers unique benefits, which I have outlined in the attached sponsorship proposal for your review.

We would be grateful for any support you could provide and encourage you to consider partnering with us for this meaningful event. I would love to discuss this opportunity further and answer any questions you might have. Thank you for considering our request.

Sincerely,

[Your Name]
[Your Title/Position if applicable]
[Your Institution or Organization Name]
[Your Contact Information]
[Attachment: Sponsorship Proposal]