

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department/Organization Name]  
Jharkhand University  
[University Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],

Subject: Sponsorship Request for [Event/Project Name]  
I hope this letter finds you in great health and spirits. I am writing to seek your generous support as a sponsor for [brief description of the event or project, including its purpose and significance].  
[Provide a detailed description of the event/project: date, location, target audience, expected outcomes, and why sponsorship is needed].  
Your esteemed organization's support will enable us to [mention how their sponsorship will make a difference, such as enhancing the event, reaching more people, etc.]. In return for your sponsorship, we would be happy to provide [mention any benefits to the sponsor, such as logo placement, advertising opportunities, etc.].  
We would be grateful for the opportunity to discuss this sponsorship proposal further and explore how we can create a mutually beneficial partnership.

Thank you for considering our request. I look forward to your positive response.

Warm regards,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Your Organization's Address]  
[City, State, Zip Code]