

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose the organization of a Jeopardy tournament hosted by [Your Organization]. Our goal is to create an engaging and educational experience for participants while fostering a love for knowledge and friendly competition.

We plan to hold the tournament on [Proposed Date] at [Proposed Venue].

The event will feature various rounds of questions covering a wide array of topics to challenge participants of all ages. We expect to attract a diverse group of contestants and audiences, thus providing an excellent opportunity for community engagement.

To ensure a successful event, we are seeking your support in the following areas:

1. ****Venue Sponsorship****: Access to facilities to accommodate participants and audiences.
2. ****Prizes****: Contributions for winners, such as gift cards or trophies.
3. ****Promotion****: Assistance in spreading the word about the tournament through your channels.

We believe your involvement would enhance the event's appeal and provide valuable exposure for [Recipient Organization]. We would appreciate the opportunity to discuss this collaboration further.

Thank you for considering our proposal. We look forward to your positive response and hope to work together to create a memorable Jeopardy tournament.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]