

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

[Recipient's Name]  
[Recipient's Title]  
JW Marriott [Location]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [your position/role] at [Your Organization/Company]. We are excited to announce our upcoming event, [Event Name], which will take place on [Event Date] at [Event Venue].

We are reaching out to solicit your esteemed support as a sponsor for this event. [Provide a brief overview of the event, its purpose, and expected attendance.]

As one of the premier luxury hotel brands, JW Marriott represents the high standards of excellence that we aim to achieve with our event. By partnering with us, you will have an opportunity to showcase your brand to an audience of [target demographic], enhancing your visibility while supporting our mission to [state the mission/goal of the event].

We offer various sponsorship levels with corresponding benefits, including [list any benefits such as logo placement, promotional opportunities, etc.]. We believe that a collaboration between JW Marriott and [Your Organization/Company] would not only elevate the event experience but also foster a mutually beneficial relationship.

We would love to discuss this opportunity further and explore how we can work together. Please feel free to contact me directly at [your phone number] or [your email address].

Thank you for considering this partnership. We look forward to the possibility of working with JW Marriott to create a memorable event.

Warm regards,

[Your Name]  
[Your Title/Position]  
[Your Organization/Company]  
[Website, if applicable]