

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

[Recipient Name]
[Recipient Title]

KBTX Media

[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to seek your support as a sponsor for [Event/Program Name], which will take place on [Event Date] at [Event Location]. This initiative aims to [briefly describe the purpose of the event/program and its significance].

As a trusted media partner in our community, KBTX plays a pivotal role in connecting with audiences and promoting local events. We would like to invite you to become a sponsor for [Event/Program Name], which will provide excellent visibility for KBTX while supporting [briefly describe the beneficiaries or cause of the event].

Our sponsorship packages offer various levels of engagement, including [list a few key benefits, such as logo placement, promotional materials, media coverage, etc.]. Your support would not only enhance our event but also demonstrate KBTX's commitment to [related community cause or value]. I would love to discuss this opportunity with you further and explore how we can collaborate to make [Event/Program Name] a success. Thank you for considering our request. I look forward to your positive response.

Warm regards,

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