

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

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [your position] at [Your Organization]. We are reaching out to KBR to request your support as a sponsor for [brief description of the event or project, including purpose and target audience].

Our event, [Event Name], will take place on [Event Date(s)] at [Event Location]. This initiative aims to [short overview of goals and objectives]. We expect to have approximately [number of attendees] in attendance, including [describe audience briefly].

We believe that a partnership with KBR would not only benefit our organization but also enhance your visibility within [specific community or industry]. As a sponsor, your brand will be prominently featured in all promotional materials, press releases, and at the event itself, reaching a wide audience that aligns with your values and goals.

We are seeking sponsorship in the amount of [specific amount or range], which will help us cover [list specific uses for funds]. In return for your support, we are pleased to offer [list benefits for the sponsor, such as logo placement, recognition, etc.].

We would be grateful for the opportunity to discuss this partnership further and explore how KBR can play a vital role in our event. Please feel free to contact me at [phone number] or [email address] for any further information.

Thank you for considering our request. We look forward to the possibility of working together.

Warm regards,

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