

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your sponsorship for my upcoming project on Kindle Direct Publishing (KDP). I believe that your support would enhance the quality and reach of this initiative, benefitting both your brand and the community of aspiring authors.

The project aims to [briefly describe the project, e.g., "provide comprehensive guides and resources for first-time KDP authors"]. In return for your sponsorship, we would be pleased to offer [list what you can provide, e.g., "branding opportunities, social media promotion, and acknowledgment in all project materials"].

I would be grateful for the opportunity to discuss this further and explore how we can collaborate effectively. Thank you for considering my request.

Best regards,

[Your Name]
[Your Phone Number]