

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am an author/publisher focused on [brief description of your work or genre]. I am reaching out to explore a potential collaboration for sponsorship regarding my latest book, [Book Title], which is set to be released on [Release Date].

Given the alignment between [Recipient's Company] and my work in terms of [mention any common values, target audience, etc.], I believe that a partnership could be mutually beneficial. I am seeking sponsorship to [explain how the sponsorship will be used, e.g., marketing, events, etc.], and in return, I would be delighted to offer [state the benefits for the sponsor, e.g., brand visibility, promotional opportunities, etc.].

I would love the opportunity to discuss this collaboration further and explore how we can work together to achieve our goals. Please let me know a convenient time for you, and I would be happy to arrange a meeting or call.

Thank you for considering this proposal. I look forward to your positive response.

Best regards,

[Your Name]
[Your Title/Position, if applicable]
[Your Website or Social Media Links, if applicable]