

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company 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, if applicable] at [Your Organization/Project Name]. We are excited to announce our upcoming event/project in Klamath Falls, [Event/Project Name], scheduled for [date(s)].

We are reaching out to seek your support as a sponsor. Our event/project aims to [briefly describe the goal or purpose of the event/project and its benefits to the community]. We believe that partnering with [Company/Organization Name] will not only enhance the experience for all participants but also align perfectly with your commitment to [mention any relevant community involvement or values of the recipient].

Sponsorship at different levels is available, including [list sponsorship levels, e.g., Gold, Silver, Bronze], which offer various benefits such as [mention promotional opportunities, visibility, etc.]. We would be thrilled to have you on board and showcase your support to our attendees and the broader community.

Attached you will find our sponsorship proposal with more details about the event/project, including sponsorship levels and benefits. We would love the opportunity to discuss this partnership further and explore how we can work together to make [Event/Project Name] a success.

Thank you for considering our request. We look forward to the possibility of partnering with [Company/Organization Name]. Please feel free to contact me at [your phone number] or [your email] for any questions or additional information.

Warm regards,

[Your Name]
[Your Position]
[Your Organization Name]