

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
KQKI

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request sponsorship from KQKI for [event/project name] taking place on [event date] at [event location]. This event aims to [briefly describe the purpose of the event and its significance].

Our organization, [Your Organization Name], is dedicated to [briefly describe your organization's mission and objectives]. We believe that partnering with KQKI aligns perfectly with your commitment to [mention relevant values or community engagement].

We would be honored to have your support in the form of [mention the type of sponsorship requested, e.g., financial assistance, donated goods, promotional services]. In return, we offer [describe the benefits for KQKI, such as logo placement, promotional opportunities, etc.].

Please find attached a detailed proposal outlining the event and the various sponsorship levels available. We are confident that this collaboration will be mutually beneficial and strengthen our community ties.

Thank you for considering this opportunity. We would love to discuss this proposal further and explore how we can work together. Please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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