

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

KTLA

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a sponsorship opportunity that aligns with KTLA's commitment to community engagement and support for local initiatives.

[Briefly introduce your organization and its mission.]

We are hosting [Event Name] on [Event Date] at [Event Location], which aims to [briefly describe the purpose and goals of the event]. This event will attract [mention target audience and expected attendance] and aims to promote [mention key themes or outcomes of the event].

We believe that KTLA's involvement as a sponsor will not only enhance the event's reach and impact but will also provide KTLA with [mention the benefits for KTLA, such as brand visibility, community goodwill, etc.].

We are seeking [specific sponsorship amount or in-kind support] and in return, we offer [list sponsorship benefits, such as logo placement, promotional opportunities, etc.].

We would be thrilled to partner with KTLA and believe this collaboration can be mutually beneficial. I would love the opportunity to discuss this proposal further and explore how we can work together for a successful event.

Thank you for considering this opportunity. I look forward to the possibility of collaborating with KTLA.

Warm regards,

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