

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Sponsorship Opportunity with KTBS

I hope this letter finds you well. I am writing to you on behalf of [Your Organization Name] to explore a potential sponsorship collaboration with KTBS for our upcoming event, [Event Name], scheduled for [Event Date] at [Event Location].

As you may know, [Briefly describe your organization and its mission]. Our event aims to [Briefly outline the purpose and significance of the event]. We anticipate attracting an audience of [Expected Number of Attendees], who will engage in [Briefly describe activities or highlights of the event].

We would be honored to have KTBS as our official sponsor for this event. Your support would not only enhance the success of our gathering but also demonstrate KTBS's commitment to [Briefly describe the mutual benefits for KTBS, e.g., community engagement, brand visibility].

We are offering various sponsorship levels, including [List sponsorship levels and benefits]. We are open to discussing customized sponsorship opportunities that align with your marketing goals.

Please find attached our sponsorship proposal for more detailed information. We would love to set up a meeting to discuss this opportunity and answer any questions you might have.

Thank you for considering this opportunity. We look forward to the possibility of partnering with KTBS for [Event Name].

Warm regards,

[Your Name]
[Your Title/Position]
[Your Organization Name]
[Your Organization Website (if applicable)]
[Attachments: Sponsorship Proposal]