

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

KTVU

[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Title] at [Your Organization]. We are excited to reach out to KTVU to discuss a potential sponsorship opportunity for our upcoming [Event/Program Name] taking place on [Date] at [Location].

[Briefly describe your organization and its mission.]

This event aims to [describe the purpose and significance of the event]. We expect an attendance of [number] people, which includes [target audience] and community leaders.

We are seeking a partnership with KTVU to enhance our outreach and to bring more visibility to this endeavor. Sponsoring our event will provide KTVU with the opportunity to [outline benefits for KTVU, such as brand exposure, community engagement, etc.].

We would be thrilled to discuss this partnership further and explore how KTVU can become an integral part of this impactful event. I will follow up with you next week to see if we can set up a meeting. In the meantime, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering this opportunity. We look forward to the possibility of partnering with KTVU.

Warm regards,

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