

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a sponsorship opportunity with NWITimes for our upcoming [event/program/workshop] scheduled for [date] at [location].

[Briefly describe your event and its significance, including target audience and expected outcomes.]

To make this event a success, we are seeking partners who share our vision and commitment to [specific goal or mission]. We would be honored to have NWITimes as our esteemed sponsor.

As a sponsor, your organization will receive [mention benefits such as logo placement, promotional opportunities, etc.]. We believe this partnership can enhance your visibility within the community and showcase NWITimes as a leader in [industry/field].

Please find attached more information regarding the sponsorship levels and benefits. I would love the opportunity to discuss this exciting partnership further.

Thank you for considering this opportunity. I look forward to your positive response.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company/Organization]