

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to seek your support as a sponsor for [event/project name] that will take place on [date] in Oakland, CA. This event aims to [briefly describe the purpose and significance of the event/project].

We are expecting [number of attendees] attendees, providing an excellent opportunity for your brand to gain visibility and connect with the community. We are seeking sponsorship at the following levels:

- ****Gold Sponsor****: [\$ amount] - Includes [list benefits, e.g., logo on promotional materials, booth space, etc.]
- ****Silver Sponsor****: [\$ amount] - Includes [list benefits]
- ****Bronze Sponsor****: [\$ amount] - Includes [list benefits]

Your contribution will not only help make our event successful but also foster [mention any relevant community support or benefits]. We believe that a partnership with [Company/Organization Name] would greatly enhance the experience of our attendees and provide long-lasting benefits to your organization.

I would be happy to discuss this opportunity further and explore how we can tailor the sponsorship to meet your marketing objectives. Please feel free to contact me at [your phone number] or [your email address].

Thank you for considering our request. We hope to work together to make [event/project name] a success!

Sincerely,

[Your Name]
[Your Title/Role]
[Your Organization Name]