

[Your Name]
[Your Title/Position]
[Your Organization]
[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 Proposal for [Event/Project Name]

I am writing to propose a sponsorship opportunity for [Event/Project Name], scheduled for [Date(s)] at [Location]. This event aims to [briefly describe the purpose and benefits of the event or project].

We are seeking [specific sponsorship amount or type of support] to help us achieve our goals. In return, we offer [mention the benefits for the sponsor, such as brand visibility, marketing opportunities, etc.].

We believe that partnering with [Your Organization] will not only enhance the success of [Event/Project Name], but also provide valuable exposure for [Recipient Organization].

Please find attached a detailed proposal outlining the sponsorship levels and associated benefits. I am eager to discuss this opportunity further and explore how we can collaborate.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]