

[Your Name]  
[Your Title]  
[Your Organization]  
[Your 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 hope this letter finds you well. I am writing to present an opportunity for [Recipient Organization] to partner with us as a sponsor for [Event/Project Name], which will take place on [Date] at [Location].

[Briefly introduce your organization and the purpose of the event/project. Highlight its significance and impact.]

We are seeking sponsorship to [describe specific needs, e.g., fund logistics, promote the event, support participants]. In return, we offer various sponsorship levels, including [list sponsorship levels/packages], and the following benefits:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

Your support will greatly contribute to the success of [Event/Project Name] and help us [describe the goal or outcome]. We believe your involvement will provide excellent visibility for [Recipient Organization] and strengthen community ties.

Please find attached a detailed sponsorship proposal that outlines our objectives, the event details, and potential benefits for your organization.

We would be thrilled to partner with [Recipient Organization] and look forward to the possibility of working together. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this opportunity further.

Thank you for considering our proposal.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Attachment: Sponsorship Proposal]