

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Sponsorship Opportunity for [Event/Project Name]

I hope this letter finds you well. I am writing to you on behalf of [Your Organization/Committee Name], to invite [Company/Organization Name] to become a sponsor for [Event/Project Name] taking place on [Event Date] at [Event Location].

[Provide a brief overview of the event/project, its purpose, and its significance. Mention how it aligns with the values or goals of the potential sponsor.]

We believe that partnering with [Your Organization/Committee Name] will provide [Company/Organization Name] with significant exposure to [target audience], enhance your brand image, and showcase your commitment to [related cause or community].

There are several sponsorship levels available, including [list sponsorship levels and benefits]. We would be thrilled to have [Company/Organization Name] on board at any level that suits your objectives.

[OPTIONAL: Include testimonials or previous success stories if applicable.]

I would love the opportunity to discuss this partnership further and explore how we can collaborate for mutual benefit. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a meeting or to request additional information.

Thank you for considering this opportunity to make a positive impact in our community. I look forward to your response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization/Committee Name]  
[Your Organization Logo]