

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

QVC

[QVC Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization] to explore a potential sponsorship opportunity that aligns perfectly with QVC's commitment to [specific value or mission of QVC].

[Provide a brief introduction about your organization and its mission.]

We are hosting [event name or initiative] on [date(s)] at [location], which aims to [briefly describe the purpose of the event/initiative]. This event is expected to attract [number] attendees, including [target audience].

We believe that a partnership with QVC would greatly enhance our event and provide your brand with [mention the benefits for QVC, such as visibility, access to audience, etc.]. We are seeking sponsorship at [different levels of sponsorship or a specific amount], which will contribute to [explain what the funds will be used for].

In return for your support, we would be delighted to offer [list sponsorship benefits such as logo placement, promotional opportunities, etc.].

We would love the opportunity to further discuss this collaboration and explore how we can make this partnership beneficial for both QVC and our audience. Please feel free to contact me directly at [phone number] or [email address] to arrange a meeting.

Thank you for considering our request. We look forward to the possibility of working together.

Warm regards,

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