

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Sponsorship Opportunity for [Event Name]

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your School Name]. We are excited to announce our upcoming event, [Event Name], which will take place on [Event Date] at [Event Location].

[Briefly describe the event, its purpose, and its significance to the community or school.]

We are reaching out to seek your support as a sponsor for this event. By becoming a sponsor, your organization will have the opportunity to reach a diverse audience and demonstrate your commitment to [relevant cause/community engagement].

Sponsorship Levels:

1. **\*\*Platinum Sponsor\*\*** - [\$Amount]

- Benefits: [List key benefits]

2. **\*\*Gold Sponsor\*\*** - [\$Amount]

- Benefits: [List key benefits]

3. **\*\*Silver Sponsor\*\*** - [\$Amount]

- Benefits: [List key benefits]

[Optional: Include any additional information about impact, past events, or testimonials.]

We would greatly appreciate your consideration and support. If you are interested, please contact me at [Your Phone Number] or [Your Email Address] by [Response Deadline].

Thank you for considering this opportunity to make a difference in our community.

Warm regards,

[Your Name]

[Your Position]

[Your School Name]

[Your Contact Information]