

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

Dear [Recipient's Name],

Subject: Sponsorship Request for [Event/Project Name]

I hope this letter finds you in great health and spirit. I am writing on behalf of [Your Department/Organization] at Ujjain University to request your esteemed support as a sponsor for [Event/Project Name] scheduled to take place on [Date] at [Venue].

[Briefly explain the purpose of the event/project and its significance.]

We are expecting an audience of approximately [number] participants, including [mention any notable attendees or audiences]. Your sponsorship would greatly enhance the experience of the event and would also provide your organization with excellent visibility among [target audience].

We are offering various sponsorship packages, including [List sponsorship levels or benefits, e.g., logo placement, promotional materials, etc.]. We kindly request your support in the form of [specific amount or in-kind services]. In return, we will ensure that your organization receives recognition through [explain how they will be recognized].

Please find the attached proposal for more details. We truly believe that a partnership with [Company/Organization Name] would be mutually beneficial and would greatly contribute to the success of [Event/Project Name].

Thank you for considering our request. I look forward to the opportunity to discuss this further and explore how we can work together.

Warm regards,

[Your Name]
[Your Title]
[Department/Organization Name]
Ujjain University