

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

VMware

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

Dear [Recipient Name],

Subject: Sponsorship Request for [Event/Project Name]

I hope this message finds you well. My name is [Your Name], and I represent [Your Organization], a [brief description of your organization, e.g., non-profit, educational institution] dedicated to [mission statement or purpose].

We are excited to announce our upcoming [event/project] titled [Event/Project Name], scheduled for [date(s)] at [location]. This event will [brief description of the event's purpose and significance].

We believe that VMware's commitment to innovation and community aligns perfectly with our mission, and we would be honored to have your support as a sponsor. Your sponsorship will help us [describe how sponsorship will be utilized, e.g., cover expenses, support participants, etc.].

We are offering various sponsorship levels, which include [list benefits for each level, e.g., logo placement, promotional opportunities]. We would love to discuss how a partnership with VMware can be mutually beneficial.

Please find attached our sponsorship proposal for your review. I would appreciate the opportunity to discuss this further and explore potential collaboration.

Thank you for considering our request. I look forward to the possibility of working together to make [Event/Project Name] a success.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Organization]

[Organization's Website (if applicable)]