

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

WKRC

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to explore a potential sponsorship opportunity with WKRC that I believe could be mutually beneficial. Our organization, [Your Organization Name], is dedicated to [briefly describe your mission or purpose], and we are planning an event, [Event Name], scheduled for [Event Date].

We expect to attract [mention the audience size and demographic], making it a fantastic platform for WKRC to connect with the community and enhance its visibility. We would like to offer WKRC the chance to be a key sponsor for our event, which includes [briefly outline proposed sponsorship benefits such as logo placement, promotional mentions, etc.]. We believe that partnering with WKRC aligns perfectly with our values and vision, and we would love to discuss this opportunity further. I am happy to provide more details about the event and the sponsorship levels available.

Thank you for considering this partnership. I look forward to hearing from you soon.

Warm regards,

[Your Name]
[Your Title]
[Your Organization]