

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

WFSB

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

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [your title/position] at [your organization]. We are reaching out to explore potential sponsorship opportunities with WFSB for our upcoming event, [Event Name], scheduled to take place on [Event Date].

[Briefly describe your organization and the mission/goal of the event. Highlight any previous successful events and specific audiences reached.] We believe that a partnership with WFSB would not only enhance the visibility of our event but also align with your commitment to [mention any relevant community involvement or values of WFSB].

We would be thrilled to discuss how WFSB can be a part of [Event Name] as a sponsor. Please find attached our sponsorship proposal outlining the different levels of support and benefits each sponsor will receive.

I would appreciate the opportunity to discuss this proposal further. Please let me know a convenient time for you to connect.

Thank you for considering this opportunity to collaborate with us.

Warm regards,

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