

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Sponsorship Opportunity for [Event/Campaign Name]

I hope this letter finds you well. I am reaching out on behalf of [Your Organization Name], a [brief description of your organization, e.g., non-profit, community organization, etc.]. We are dedicated to [mission statement or purpose of your organization].

We are excited to announce our upcoming event, [Event Name], which will take place on [date] at [location]. This event aims to [describe the purpose of the event, e.g., raise funds, awareness, etc.], and we expect to gather [number] attendees from the community.

We would be thrilled to have [Company/Organization Name] as a sponsor for this event. Your support will not only help us achieve our fundraising goals but also enhance your visibility and demonstrate your commitment to [cause/mission related to the event].

Sponsorship Levels:

1. [Sponsorship Level 1] - [Description & Benefits]

2. [Sponsorship Level 2] - [Description & Benefits]

3. [Sponsorship Level 3] - [Description & Benefits]

We would be grateful if you could review the attached sponsorship proposal for more details on this opportunity. We believe that a partnership with [Your Organization Name] will be mutually beneficial, and we are excited about the possibility of working together.

Thank you for considering this opportunity to make a lasting impact in our community. We would love to discuss this further and explore how we can best align our efforts.

Please feel free to contact me at [your phone number] or [your email address]. Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Phone Number]

[Your Email Address]

[Attachment: Sponsorship Proposal]