

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

[Recipient Name]
[Recipient Title]

WQOW News 18

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [your position] at [Your Organization]. We are excited to announce our upcoming event, [Event Name], scheduled for [Event Date], which aims to [brief description of the event and its purpose].

We are seeking sponsorship from esteemed local media like WQOW to help us reach our goals and further enhance the impact of our event. Your partnership would not only provide invaluable support but also give WQOW an excellent opportunity to showcase its commitment to [relevant cause/community engagement].

We would like to discuss the potential for WQOW to be a key sponsor, which could include [outline specific sponsorship benefits, such as advertising opportunities, exposure, etc.].

I would appreciate the opportunity to speak with you further about this collaboration. Please let me know a convenient time for you to discuss this in more detail. Thank you for considering this opportunity to support our community.

Warm regards,

[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]