

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

WZTV

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request sponsorship for [event or project name], taking place on [date] at [location]. This event aims to [briefly describe the purpose and significance of the event].

As one of the leading media outlets in our area, WZTV's support would significantly enhance our efforts and help us reach a wider audience. We are seeking sponsorship in the form of [monetary support, in-kind donations, media coverage, etc.], and in return, we offer the following benefits:

- [Benefit 1: e.g., logo placement on promotional materials]
- [Benefit 2: e.g., mention during the event]
- [Benefit 3: e.g., potential interviews with local media coverage]

We believe that a partnership with WZTV will not only support our cause but also provide valuable exposure for your brand. We would love the opportunity to discuss this further and explore how we can work together. Thank you for considering our request. I look forward to the possibility of collaborating with WZTV.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]