

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Sponsorship Proposal for [Event/Project Name]

I hope this letter finds you well. I am writing to seek your support in the form of sponsorship for [Event/Project Name], which will take place on [date] at [location].

We are seeking sponsorship to [briefly describe the purpose of the event/project and its significance].

Your support would greatly benefit [mention how the sponsor will be recognized, benefits to them, etc.].

We would be honored to partner with [Company/Organization Name] and would be happy to discuss various sponsorship levels and the potential impact on our mutual goals.

Thank you for considering this opportunity. I look forward to the possibility of working together to make [Event/Project Name] a success.

Warm regards,

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