

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Organization Name]
[Washington University in St. Louis]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request sponsorship for [describe the event/project/initiative] that will take place on [date] at [location]. This event aims to [briefly describe the purpose and goals of the event/project/initiative].

As a proud supporter of [mention any relevant connection to WUSTL, e.g., alumni, community partner], I believe that your sponsorship can greatly enhance the success of this event. The benefits of your sponsorship will include [list potential benefits, e.g., logo placement, promotional opportunities].

We expect [describe target audience, number of participants, and impact statement]. Your support will not only help in [mention how the funds will be used], but also showcase WUSTL's commitment to [relevant cause or initiative].

We are seeking a sponsorship of [specific amount or type of support] and are open to discussing how we can best align with your objectives. I would love the opportunity to further discuss this proposal with you at your convenience.

Thank you for considering this request. I look forward to the possibility of partnering with WUSTL to make [event/project] a success.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization/Affiliation]