

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

WXII

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

Dear [Recipient Name],

Subject: Sponsorship Request for [Event/Program Name]

I hope this letter finds you well. I am writing to request your support as a sponsor for [Event/Program Name], which will be held on [Date] at [Location]. This event aims to [briefly describe the purpose and significance of the event].

We are expecting [number] attendees, including [target audience], and believe that WXII's involvement would not only enhance the event but also provide valuable exposure for your brand to our diverse audience.

We are seeking sponsorship in the form of [specific needs like financial support, in-kind donations, etc.]. In return, we would be delighted to offer [list sponsorship benefits such as logo placement, mentions during the event, promotional opportunities, etc.].

Attached are further details about the event and our sponsorship proposal. We would truly appreciate your consideration and support for our initiative.

Thank you for your time, and I look forward to the possibility of partnering with WXII.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]