

[Your Name]  
[Your Position]  
[Your Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[WXRT Radio Station]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to you on behalf of [Your Organization] to propose a sponsorship opportunity that I believe aligns perfectly with WXRT's commitment to [specific values or mission of WXRT].

We are organizing [describe event or initiative], which will take place on [date] at [location]. This event aims to [briefly explain the purpose and importance of the event]. We expect [number] attendees, including [briefly describe the audience demographic], providing an excellent opportunity for WXRT to connect with the community.

As a sponsor, WXRT will receive [list benefits such as logo placement, mentions on air, promotional opportunities, etc.]. We envision a partnership that enhances WXRT's brand visibility while supporting a meaningful cause.

I would love the opportunity to discuss this proposal in further detail and explore how we can align our efforts for mutual benefit. Thank you for considering this sponsorship opportunity. I look forward to your positive response.

Warm regards,

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