

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

KTLA

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to request your support as a sponsor for [Event/Project Name], an initiative that [briefly describe the purpose and goals of the event/project].

This event will take place on [date] at [location], and is expected to attract [number] attendees, including [target audience or notable guests]. We believe that your partnership would not only enhance our event but also align with KTLA's commitment to [relevant community focus, corporate social responsibility, etc.].

As a sponsor, KTLA would receive [mention sponsorship benefits, such as logo placement, promotional opportunities, etc.]. Your support would significantly contribute to [explain how their sponsorship will be used]. We would be honored to have KTLA as a key partner in this endeavor. I would love the opportunity to discuss this further and explore how we can work together. Please let me know a convenient time for you to connect. Thank you for considering this opportunity to partner with us. I look forward to your positive response.

Warm regards,

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