

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

[Recipient Name]
[Recipient's Position]
[XJTLU Sponsorship Department]
[XJTLU Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my interest in securing sponsorship for [specific event, project, or initiative] at Xi'an Jiaotong-Liverpool University (XJTLU).

[Briefly introduce yourself and your connection to XJTLU.]

The [specific event, project, or initiative] is aimed at [describe the purpose and significance]. We believe that partnering with XJTLU will not only enhance the experience for participants but also promote [specific values or benefits relevant to XJTLU].

We are seeking sponsorship in the amount of [specific amount], which will help cover [outline specific costs]. In return for your generous support, we would be pleased to offer [details of sponsorship benefits, e.g., logo placement, promotional opportunities].

We are enthusiastic about the possibility of collaborating with XJTLU and believe this partnership will contribute significantly to [mutual goals]. Please find attached further details regarding the event/project.

Thank you for considering this opportunity for collaboration. I look forward to discussing this further and hope to hear from you soon.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position/Role]
[Your Organization/Department] (if applicable)
[Contact Information]