

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

[Recipient Name]  
[Recipient Title]

KTVU FOX 2

[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are reaching out to seek sponsorship from KTVU FOX 2 for our upcoming event, [Event Name], scheduled for [Event Date] at [Event Location].

[Briefly describe your organization and its mission.]

[Provide details about the event, including its purpose, target audience, and benefits to the community.]

We believe that a partnership with KTVU FOX 2 would not only enhance our event but also bring visibility and recognition to your brand. We are excited to offer you [specific benefits for the sponsor, e.g., promotional opportunities, advertising, etc.].

We would be grateful for the opportunity to discuss this proposal further and explore how we can work together to make [Event Name] a successful and impactful occasion.

Thank you for considering our request. I look forward to the possibility of partnering with KTVU FOX 2.

Sincerely,

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