

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

[Recipient Name]
[Recipient Title]

KXLY Television
[KXLY Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request your sponsorship for [specific event or project] that will take place on [date]. This initiative aims to [briefly describe the purpose and goals of the event/project].

As one of the leading media outlets in our community, KXLY's support would not only enhance the visibility of this event but also demonstrate a commitment to [mention relevant community benefit or alignment with KXLY's values].

We believe that a partnership with KXLY would be mutually beneficial, ensuring that your brand is prominently featured through [explain how KXLY will be recognized during the event: logo on materials, mentions in advertisements, etc.].

We are seeking a sponsorship amount of [specific amount], which will help cover [brief description of what the funds will be used for]. In recognition of your generosity, we are excited to offer [list benefits or incentives for the sponsor].

I would love the opportunity to discuss this proposal further and explore how we can work together for a successful event. Thank you for considering our request. I look forward to your positive response.

Warm regards,

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