

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

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

Dear [Recipient's Name],

Subject: Sponsorship Request

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are working on [Brief Description of Your Event/Project] scheduled for [Date] at [Location].

[Explain the purpose and goals of the event/project, as well as its significance to the community or target audience.]

We believe that a partnership with ZDF would be mutually beneficial, and we would like to request your support as a sponsor. Your involvement would not only enhance our event but also provide ZDF with an opportunity to [mention the benefits for ZDF, e.g., brand visibility, community engagement].

The sponsorship levels are as follows:

- [Sponsorship Level 1: Description & Benefits]
- [Sponsorship Level 2: Description & Benefits]
- [Sponsorship Level 3: Description & Benefits]

We would be honored to have ZDF as a partner and would greatly appreciate any support you can offer. I look forward to the opportunity to discuss this further.

Thank you for considering our request.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Your Organization's Website]