

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

[Recipient Name]
[Recipient Position]
[Department Name]

Ohio State University
[University 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 dedicated to [briefly describe your organization and its mission].

We are currently planning [describe the event or program] on [date(s)] at [location], and we are seeking sponsorship from Ohio State University to help make this event a success.

Our event will [explain the purpose of the event, its significance, and the audience it will serve]. By sponsoring our event, Ohio State University will not only be recognized as a key supporter of [community/specific cause], but it will also gain exposure to [describe the audience and any promotional opportunities].

We would be honored to discuss partnership opportunities and how Ohio State University can get involved. Please find attached a detailed sponsorship proposal outlining various sponsorship levels and benefits. Thank you for considering our request. I look forward to the possibility of working together to create a positive impact in our community. Please feel free to contact me at [your phone number] or [your email address] to discuss this further.

Warm regards,

[Your Name]
[Your Position]
[Your Organization]