

[Your Name]  
[Your Title or Role]  
[Your Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Influencer or Agency Name]  
[Recipient's Address]  
[City, State, ZIP]

Subject: Event Sponsorship Opportunity with [Your Organization/Event Name]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out on behalf of [Your Organization]. We are excited to announce our upcoming event, **[Event Name]**, taking place on [Event Date] at [Event Location].

**[Event Name]** is designed to [briefly describe event purpose or mission]. With your impressive reach and authentic influence in [describe influencer's focus/niche], we would be honored to collaborate and offer you the opportunity to be one of our esteemed sponsors.

As a sponsor, you will receive prominent visibility throughout our event, including:

- Brand placement on all event materials and promotions
- Mention and recognition during the event
- Opportunities to engage directly with our audience
- Social media collaboration and cross-promotion

We believe your participation would not only enhance our event but also provide unique exposure for your brand. I have attached additional details outlining our sponsorship packages and benefits.

Please let us know if you have any questions or would like to discuss this partnership further. We look forward to the possibility of working together to make **[Event Name]** an incredible success.

Thank you for considering this opportunity.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]