

[Your Name]  
[Your Position]  
[Organization Name]  
[Address Line 1]  
[Address Line 2]  
[Email Address]  
[Phone Number]  
[Date]

[Sponsor's Name]  
[Sponsor's Position or Title]  
[Company Name]  
[Company Address Line 1]  
[Company Address Line 2]

**Subject: Sponsorship Request for [Event Name]**

Dear [Sponsor's Name],

I am writing on behalf of [Organization Name] to invite [Company Name] to become a sponsor for our upcoming event, [Event Name], to be held on [Date] at [Location].

[Event Name] is designed to [briefly explain the event purpose and target audience]. With your support, we aim to [describe goals or impact of the event].

We offer several sponsorship opportunities that provide valuable exposure and engagement with our audience. Enclosed is a detailed proposal of sponsorship tiers and benefits.

We would be honored to partner with [Company Name] for this important event. I am available to discuss this in more detail at your convenience.

Thank you for your consideration.

Sincerely,

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