

# Sponsorship Request Email Sample

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Email Address]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Role] at [Your Organization/Group]. We are currently organizing [Event Name], scheduled to take place on [Event Date] at [Venue/Platform]. This event aims to [brief one-sentence description of the event's purpose and audience].

We believe that a collaboration with [Company/Organization Name] would be mutually beneficial and are seeking your support as a sponsor for our event. Through this partnership, your brand will receive [highlight key sponsorship benefits, e.g., exposure to attendees, logo placement, marketing opportunities].

Attached you will find our sponsorship proposal/package with detailed information about the event and the various sponsorship levels. We would be delighted to discuss potential collaboration opportunities with you at your earliest convenience.

Thank you very much for your time and consideration. Please feel free to contact me directly at [Your Contact Information] for any questions or clarifications.

Sincerely,

[Your Name]

[Your Position/Role]

[Organization/Group Name]

[Phone Number]

[Email Address]