

Professional letter requesting corporate sponsorship

Subject: Request for Sponsorship for [Event Name]

Dear [Recipient Name],

We are pleased to announce the upcoming [Event Name], scheduled for [Date], and we are seeking esteemed organizations to partner with us as sponsors. Your support will enable us to [brief description of event purpose and benefits].

We would be honored if [Company Name] could sponsor our event by providing [specific support: financial, products, services]. In return, we offer [list benefits: branding opportunities, media exposure, VIP access].

Please find attached the sponsorship proposal for your review. We look forward to your positive response and hope to build a mutually beneficial partnership.

Sincerely,

[Your Name]

[Position]

[Organization Name]

[Contact Information]

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