

Exhibition Sponsorship Inquiry Letter Sample Template

[Your Name]

[Your Position/Role]

[Your Organization/Company Name]

[Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor's Name]

[Sponsor's Position]

[Sponsor's Organization]

[Sponsor's Address]

[City, State, ZIP Code]

Dear [Sponsor's Name],

I hope this message finds you well. I am writing on behalf of [Your Organization/Company Name] to inquire about potential sponsorship opportunities for our upcoming event, **[Exhibition Name]**, scheduled to take place on [Date] at [Venue/Location].

The aim of **[Exhibition Name]** is to [briefly describe the purpose, theme, and objectives of the exhibition]. This event anticipates an audience of [expected audience size and type, e.g., industry professionals, local community, students, etc.], providing an excellent platform for knowledge exchange, networking, and showcasing innovative ideas/products.

We are seeking sponsors who share our vision for [mention cause, innovation, industry development, etc.] and would be delighted to discuss how your valued partnership can contribute to the success of this exhibition. As a sponsor, your organization will benefit from significant exposure through our event promotions, attendee engagement, and branding opportunities, including:

- Logo placement on all event materials, website, and social media
- Onsite signage and product placement opportunities
- Complimentary exhibition booth(s)
- Speaking opportunities during key sessions (if applicable)
- Exclusive networking with attendees and other sponsors

We offer a range of sponsorship packages, which I would be happy to discuss in more detail. Please let us know a suitable time for a meeting or call to explore how we can collaborate for mutual success.

Thank you very much for considering our request. We look forward to the possibility of partnering with [Sponsor's Organization] and making **[Exhibition Name]** a resounding success together.

Should you require further information, please do not hesitate to contact me at [phone number] or [email address].

Warm regards,

[Your Name]

[Your Position/Role]

[Your Organization/Company Name]