

[Date]
[Your Name]
[Your Title/Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you on behalf of **[Your Organization/Team]** to invite **[Recipient Company/Organization]** to partner with us as a sponsor for **[Event/Project Name]**, which will take place on **[Event Date]** at **[Event Location]**.

The goal of this event is to **[briefly describe the purpose and mission of your event or project]**. With the support of sponsors like you, we hope to **[explain the intended outcomes or impact]**.

We are seeking your support through **[monetary sponsorship or in-kind donations, specify what you are looking for]**. Your contribution will be used to **[explain exactly how the donation will be utilized: e.g., purchase materials, support participants, cover event costs]**. In appreciation of your generosity, we are pleased to offer the following recognition opportunities:

Donation Level	Amount/Value	Sponsor Benefits
Gold Sponsor	\$2,000+	Logo on all event materials, recognition on social media and event website, speaking opportunity at event
Silver Sponsor	\$1,000	Logo on event materials, recognition on social media
Bronze Sponsor	\$500	Recognition on event website and program

We kindly request that donations be submitted by **[Donation Deadline]** to ensure adequate acknowledgement and planning. Contributions can be made via **[payment methods: check, online, etc.]**. If you are interested in an in-kind sponsorship, please contact us to discuss how your products or services can best support our event.

I would welcome the opportunity to discuss this sponsorship further or to answer any questions you may have. Please feel free to reach out at **[Your Phone Number or Email]**.

Thank you very much for considering this request. Your support will make a meaningful difference to **[describe the beneficiaries or larger purpose one last time]**.

Sincerely,

[Your Name]

[Your Title/Position]

[Organization Name]