

# Sample Inquiry Letter for Healthcare Event Sponsorship Proposal

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

[Sponsor's Name or Organization]  
[Sponsor Contact Person's Title]  
[Sponsor's Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Sponsor's Name or "To Whom It May Concern"],

I am writing on behalf of [Organization Name], a dedicated organization committed to promoting health awareness and fostering community well-being. We are excited to announce our upcoming event, [Event Name], scheduled for [Event Date] at [Venue/Location].

**Purpose of the Event:** The primary goal of this event is to [briefly describe the event's objectives, e.g., "increase public knowledge about preventive healthcare," "provide free health screenings," "support local healthcare initiatives," etc.].

**Target Audience:** The event will welcome an estimated [number] participants, including [describe audience, e.g., "community members, healthcare professionals, students, and local organizations"].

We are seeking the support of esteemed partners like [Sponsor's Name] to make this event a success. Your sponsorship, either financial or in-kind, will directly contribute to [mention specific impacts, e.g., "covering event expenses," "providing health resources," "enhancing program activities," etc.].

## Benefits of Sponsorship:

- Your organization's logo featured on all promotional materials and event signage
- Opportunity to provide branded merchandise to attendees
- Recognition during opening and closing remarks
- [Any other pertinent sponsor benefits, e.g., "VIP passes," "booth display at the event," etc.]

We would be honored to partner with [Sponsor's Organization Name] and would appreciate the opportunity to discuss sponsorship options that align with your company's mission and social responsibility initiatives. Please find attached our detailed sponsorship proposal for your review.

Thank you for considering our request. I will follow up within the next week to discuss potential partnership opportunities or to answer any questions you may have. Should you need immediate information, please feel free to contact me at [phone number] or [email address].

We look forward to the possibility of working together to make [Event Name] a significant success for our community.

Sincerely,  
[Your Name]  
[Your Title]  
[Organization Name]