

# University Conference Sponsorship Request Letter Sample

[Your Name]  
[Your Title/Position, if applicable]  
[Department/Organization Name]  
[University Name]  
[University Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Sponsor's Name]  
[Sponsor's Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Sponsor's Name],

I am writing on behalf of [Department/Organization Name] at [University Name] to respectfully request your support as a sponsor for our upcoming participation in the [Name of Conference] scheduled for [Conference Dates] in [Location]. This distinguished event brings together leading scholars, researchers, and students from across the country/globe to discuss and advance knowledge in [briefly state the conference theme or field].

Participation in this conference will enable our students/faculty to present their research, engage in networking opportunities, and bring back invaluable insights to our university community. Your sponsorship would not only help cover registration, travel, and accommodation expenses for our attendees but also demonstrate your commitment to academic excellence and community development.

We kindly request a sponsorship amount of [specify amount or range], which will be utilized as follows:

- Travel and accommodation costs for participants
- Conference registration fees
- Materials and resources for presentations
- Other necessary expenses (please specify, if any)

In recognition of your generous support, we would be delighted to acknowledge your organization in our conference communications, promotional materials, and presentations.

We would be happy to discuss sponsorship details further or provide any additional information you may require. Thank you very much for considering our request. We are hopeful for a positive response and look forward to the possibility of partnering with you.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Department/Organization Name]  
[University Name]