

# Sample Inquiry Letter for Event Sponsorship Support

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

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

Dear [Sponsor's Name],

I am writing on behalf of **[Your Organization]** to inquire about the possibility of **sponsorship support** for our upcoming event, **[Event Name]**, which will be held on **[Event Date]** at **[Event Location]**. Our organization is dedicated to **[briefly describe your mission or work]**, and this event aims to **[state the objectives or goals of the event]**.

We anticipate attendance from **[expected number]** participants, including **[describe target audience: e.g., local businesses, community members, industry professionals]**. Through this event, we hope to **[mention expected outcomes or impact]**.

We believe that a partnership with **[Sponsor's Organization]** would be mutually beneficial. As a sponsor, you will receive **[list key benefits: e.g., brand exposure, logo on marketing materials, complimentary tickets, mentioned in press releases, etc.]**. We would be grateful for your support in the form of a financial contribution or material resources such as **[mention specific needs if applicable, e.g., equipment, refreshments, prizes]**.

I have attached our sponsorship proposal, which outlines the opportunities for partnership and recognition at the event. We would be delighted to discuss this further and customize the sponsorship benefits to suit your organization's goals.

Thank you for considering our request. Please let me know if you have any questions or would like to arrange a meeting. We look forward to the possibility of working together to make **[Event Name]** a great success.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Organization/Company Name]