

# Sample Inquiry Letter for Corporate Sponsorship Request

[Your Name]  
[Your Title/Position]  
[Your Organization/Company]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Company Name]  
[Company Address Line 1]  
[Company Address Line 2]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing on behalf of **[Your Organization/Company]** to explore the opportunity for a corporate sponsorship with **[Recipient Company Name]**. We are currently preparing for **[Name or Description of Event/Project]**, which will take place on **[Event Date]** at **[Event Location]**.

Our event/project aims to *[briefly describe the purpose/goals]*. We anticipate an audience of **[expected number]** individuals, including *[describe target audience, e.g., professionals, community members, industry leaders]*. As a sponsor, **[Recipient Company Name]** would receive valuable visibility and recognition through event promotions, branding opportunities, and acknowledgment in all related communications and media publicity.

We are seeking sponsorship support in the form of **[specify type of support, e.g., financial contribution, in-kind donations, products/services]**. In return, we offer *[outline benefits, e.g., logo placement, complimentary tickets, special sponsor acknowledgments]* to maximize sponsor exposure and engagement.

We would be delighted to discuss this potential partnership further and tailor a sponsorship package that aligns with your company's marketing objectives. Please find our sponsorship proposal attached for your review.

Thank you for considering this opportunity to join us in making a positive impact through **[Event/Project Name]**. I will follow up with you next week to address any questions and discuss potential next steps. In the meantime, please feel free to contact me directly at **[Your Phone Number]** or **[Your Email Address]**.

We look forward to the possibility of working together.

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