

Sample Business Letter for Requesting Sponsorship with Attached Budget Plan

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

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

Dear [Sponsor's Name],

I am writing on behalf of [Organization Name] to formally request your support as a sponsor for our upcoming event, [Event Name], scheduled to take place on [Event Date] at [Event Venue]. Our organization is dedicated to [briefly describe your mission or purpose], and this event will [briefly describe the event's purpose and impact].

We believe that a partnership with [Sponsor's Company/Organization Name] would be mutually beneficial. As a sponsor, your organization will receive prominent recognition before, during, and after the event, including [list key sponsorship benefits, such as logo placement, acknowledgment in press materials, opportunities to speak, etc.].

To ensure full transparency and effective utilization of sponsor funds, we have attached a detailed budget plan outlining all anticipated expenses and fund allocations for the event. We hope this demonstrates our commitment to accountability and to maximizing the impact of your generous support.

We kindly request your consideration of a sponsorship contribution of [specific amount or range]. Of course, we are open to discussing customized sponsorship packages that align with your organization's goals and objectives.

Thank you for considering this opportunity to make a significant difference in our community. Please find the budget plan attached for your reference. Should you have any questions or require further details, feel free to contact me at [Your Phone Number] or [Your Email Address].

We look forward to the possibility of partnering with [Sponsor's Company/Organization Name] and creating a positive, lasting impact together.

Sincerely,
[Your Name]
[Your Position]
[Organization Name]

Attachment: Budget Plan

Item	Description	Estimated Cost (USD)
Venue Rental	Rental of event space for one day	\$1,000
Catering	Food & beverages for 100 guests	\$1,500
Audio/Visual Equipment	Microphones, speakers, projectors, etc.	\$800
Marketing & Promotion	Flyers, digital ads, social media campaigns	\$600
Printing Materials	Brochures, name tags, banners	\$400
Miscellaneous	Contingency and other unforeseen expenses	\$300
Total Estimated Cost		\$4,600

Please customize the template and budget plan to reflect your specific event and financial requirements.