

Sponsorship Letter

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I am [enter your name and title] from [enter company/organization]. This letter is to inform you about the event that we are organizing at the end of this year on [enter month]. The event is about [enter description]. We have already been doing such kind of events in the past and they went super successful. This time, the event is relatively large so we are inviting more sponsors. This letter is to invite you to sponsor us for this event, the details of which have been mentioned above and the rest of the event details and sponsor descriptions are mentioned in the documents attached with the letter.

I also want to inform you that we'll be doing a formal thanksgiving session for all our sponsors at the end of the event and will also advertise their organization/company by making their mention on our flyers and banners.

You are requested to please inform us by [enter date] if you are interested in sponsor.

[Your Name]

[Sender's Title] -Optional-