

To,  
NAME,  
MD, New Tech Inc  
ADDRESS  
DATE

Subject: Request for sponsorship of tech event

Dear Ms XXX,

We request you to be a sponsor at the annual tech event "Mind Trick" of our engineering college National Institute of Engineering Studies in Austin, to be held from November 1 to 10, 201X. Mind Trick is one of the most popular tech events in the country where more than 2,000 people participate every day to display their creations, projects and ideas. This is the 4<sup>th</sup> Mind Trick event.

If you agree to be our sponsor, we assure you that your company will get mention in all major displays and ads of the event, in the media and in the venue. You and other representatives of the company are most welcome to attend the event and encourage the participants. Looking forward to hear from you,

Yours truly,

XXX

President, Students Association of Engineers

College Name.