

Sponsorship Proposal Correspondence Example

Insert Name
Insert Address
Insert Date

Dear **Insert Salutation**

Insert Subject/Name of Event

I am writing to you regarding the **insert name of event** to be held at **insert location** on **insert date/s**. You would be aware that the **insert name of event** was held on **insert date** and proved to be an outstanding community event with large numbers of people enjoying the **insert a description of the event/entertainment provided**. You can read more about the event in the attached prospectus.

This year, the organising committee would like to offer **insert prospective sponsor's name** an opportunity to be a major sponsor of the event.

We are seeking the sponsorship of \$ **insert amount** which would provide **insert a description of what the sponsor receives eg advertising**.

As a sponsor for the event **insert prospective sponsor's name** will receive the following benefits:

- **Insert prospective sponsor's name logo included on all event signage at venues;**
- **Insert prospective sponsor's name logo in all event marketing print material and possible newspaper advertising;**
- **Insert prospective sponsor's name brand in the event program;**
- **Verbal acknowledgement at the event.**

Read more about the package in the attached prospectus.

This event is exceptionally well patronised by the community and we are sure that through your support of the **insert year/date/s event, insert prospective sponsor's name** will gain significant exposure and recognition as an organisation committed to the local community.

Thank you again for your support, should you have any questions concerning event details please contact **insert contact person's name and contact details**.

Looking forward to your favourable reply

Yours sincerely