

# Sample Sponsorship Request for Event

**Date: 9 July 2018**

**To,**

**Mr. Ross**

**XX Organization**

**Respected Ross Sir,**

I am writing this letter because we have been looking for a sponsorship for an event which will be organized on 20 July 2018 in which we will be introducing our new projects and achievements. The event is scheduled at \_\_\_\_ to \_\_\_\_ at [Name of place].

I have attached a file that has an overview of the order of events on the scheduled day and details about our projects and achievements. It would be an honor if you join us and provide us with sponsorship.

Please consider our request and reply to us. Any suggestion is welcomed.

**Thank You**

**[Name]**

**[Address]**