

Sponsorship Letter

Amit Sharma
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Manhattan, USA
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Date – 08/12/2022

Subject:

Dear Alice Jonas,

I ----- (write your name) work with the (mention the company name) as a (mention your designation), would like to discuss (details about the event). We are planning to organize the annual event this year as well and to run it successfully we require the sponsors who can help us with the funding of approx. (write the amount needed).

When we are looking for sponsors, your name popped up. This is how we got to know about your support of various such events and your huge interest in it. We are sure that the event will not only be our advantage but it will benefit you as well. We are a small organization that needs external support to make this event a huge success.

We have attached some important details about the event that will help you understand it better. Please feel free to connect with us for any further queries. Looking forward to your response.

Yours Sincerely,

Amit Sharma
262-282-4873