**SPONSORSHIP PROPOSAL**

Date

Contact Person

Title

Company Name

Contact Information

Dear Contact, Last Name,

On date, Your Organization Name will host a Event/Project Name provide a brief description of the event. This event, titled Event/Project Name will attract over Estimated Audience researchers from  Location. The unique factor of this event is that Insert Creative Implementation/Opportunity.

This year, the event will be held on Date at Event Location. The goal of Event/Project Name is to  insert event purpose. More information about the program can be found in the enclosed documents. In previous year, the Event/Project Name, organized by Your Organization Name, drew Number attendees. The delegates were Insert Audience Information.

We would like to invite you to go over our detailed sponsorship and donation opportunities in this document. We will contact you on Date, Time to determine if a meeting is warranted. In the meantime, please do not hesitate to contact me at Phone Number or Email should you require any further information.

Thank you for your time and consideration.

Sincerely,

Your Name

Title

Organization Name

Enclosure