TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Sponsorship Letter for Athletes

Dear **[name of person at sponsor company]**,

We met a few weeks ago at **[sport event]**. I remember talking to you then about your interest in sporting opportunities, hence why I thought I’d reach out to you now.

Our company/organization **[name]** is organizing a **[sporting event/team]** and would love to have sponsorship from **[sponsor company]**. The team we’ve built is really talented and excited to play **[talk more about virtues]**, but we need the backing of a company like yours because **[talk about what aligns you to sponsor]**.

By assisting our athletic pursuits, our team would be able to **[talk about what the sponsor’s money would provide, such as access to bigger arenas, sports gear and equipment, etc]**.

I’d love to speak to you further about this on **[day]** **[time]** or whenever you’re available. Please let me know what works for you. Thank you very much for your time.

With regards,

**[Your name]**

**[Picture of animals]**