TO

**[Receiver Name]**

**[Receiver Title]**

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter for a Golf Tournament

Hello **[name of person at sponsorship company]**,

I was referred to you by **[name of whoever connected you]** and thought you’d be a fantastic fit as an avid golf fan and supporter.

Our company/organization **[name]** is hosting a golf tournament on **[date]** **[time]** at **[location]**.

As one of the leading companies/organizations in **[name of whoever connected you]**, **[name of whoever connected you]** has…**[small mention about what you do]**.

This **[golf tournament name]** will attract **[audience data]**, which we noticed overlapped with some of your own company goals. Thus, we thought a sponsored partnership would be well-suited to us both.

In accepting the sponsorship, **[name all benefits]**. I’d be happy to answer any questions or discuss this opportunity with you further. What about **[date]** **[time]**? I can also gladly work your schedule. Just let me know.

I’m looking forward to hearing from you.

Sincerely,

**[Your name]**