**Business sponsorship letter template**

(Recipient’s address)

(Your address and contact details)

(Date in full)

(Objective of letter – business sponsorship)

(Dear Mr./Mrs./Ms./Miss insert full name),

My name is (insert full name) and I am the owner of the business (insert full name of business) which specialises in (brief description of the business.)

Over the past few years I have put a lot of time and effort into the business and I have achieved many accolades (brief description of previous achievements.) As the business is progressing so well I have many hopes and dreams for the future (state future goals.)

I am writing to ask you to help myself and my business to progress to the position that it has the ability to reach. I am looking to share this journey with you in order to fulfill my business’ full potential. Your brand will have a noticeable impact on my business and I will demonstrate my appreciation with recognition of your company throughout my own.

Thank you for taking the time to read this letter, if you wish to contact myself, please do so on the contact details above.

Yours sincerely,

(Insert full name)