**Event sponsorship letter template**

(Recipient’s address)

(Your address and contact details)

(Date in full)

(Objective of letter – Visa sponsorship)

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

My name is (insert full name) and I am the organiser of the event (insert event name and brief description.) I have been organising this event for many years now and it has been progressing and expanding every year. You can read about the history of the event and all information can be found on the website (insert website address.) I am looking for sponsorship from your company to help support and nurture this event to continue its progress. (Insert previous achievements of event)

In recognition of sponsorship your company’s logo will be initiated on all promotion before the event and during the event itself increasing awareness and interest for your company. I believe that through this event and sponsorship from your company we can build a great relationship.

Thank you for taking the time to read this letter and I hope to hear from you in the near future. If you would like to get in touch with me, you can do so using the contact details above.

Yours sincerely,

(Insert full name)