

[Your Organization Name]  
[Street Address]  
[City, State, ZIP]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Address]  
[City, State, ZIP]

**Subject: Sponsorship Request for [Name of Sports Competition]**

Dear [Recipient Name],

We are excited to announce the upcoming [Name of Sports Competition], which will take place on [Event Date] at [Event Venue]. This event aims to [briefly state purpose or mission, e.g., "promote community engagement and athletic excellence"].

We are seeking sponsorship from esteemed organizations like yours to help make this event a success. Your support will help us provide essential equipment, awards, and resources to all participants. In appreciation, we offer various sponsorship benefits, including [mention sponsorship perks, e.g., logo placement, media coverage, etc.].

Please find attached our sponsorship proposal outlining the various opportunities and recognition for our valued sponsors. We sincerely hope you will partner with us for this exciting event.

Thank you for considering our request. We look forward to the possibility of collaborating with you.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization Name]