

Athletic Organization Name  
Address Line 1  
Address Line 2  
City, State ZIP  
Phone: (xxx) xxx-xxxx  
Email: info@example.org

[Date]

[Recipient Name]  
[Company/Organization Name]  
[Address Line 1]  
[City, State ZIP]

**Re: Sponsorship Opportunity with [Athletic Organization Name]**

Dear [Recipient Name],

I am writing on behalf of [Athletic Organization Name] to invite [Company/Organization Name] to partner with us as a valued sponsor for our upcoming season. As a community-focused organization dedicated to promoting health, teamwork, and sportsmanship, we rely on the generous support of sponsors to make our programs accessible to everyone.

Your support helps provide essential equipment, facility rentals, and opportunities for athletes of all ages and backgrounds. Sponsorship offers your business visibility throughout our events and marketing materials.

We have several sponsorship tiers designed to meet a variety of budgets and promotional goals. I have enclosed additional information outlining these options.

We would be delighted to discuss the potential for collaboration and answer any questions you may have. Thank you for considering this opportunity to make a positive impact in our community.

Sincerely,

[Your Name]  
[Your Title]  
[Athletic Organization Name]

Enclosure: Sponsorship Package Details