**Name and surname**

**Address**

**ZIP - City**

**Recipient**

**Address**

**ZIP - City**

<date and place>

Subject: Sponsorship application

Dear Sir or Madam,

Our association/company, whose goal is *[specify]*, is working on this project: *[describe in a few words]*.

Like any project *[or event*], this activity involves significant costs. That is why we are looking for sponsors to be able to carry out the project.

With this in mind, we seek the support of local businesses to help us with *[your needs]*, either financially or in-kind.

Of course, we will aim to highlight your company and show your name and logo in our different media and communication channels related to this event: T-shirts, goodies, posters, publications on social networks...

We are at your disposal to present our project in more detail during a meeting if you consider it appropriate. We also attach a series of informative documents that can give you a first insight into the project and the benefits related to its sponsorship.

It would be a pleasure to meet and talk further. In the meantime, I send you my best regards.

*[Name and surname],*

*Name of the company or association]*