To

Ritch Andrew

Managing director

XYZ Corporation

ADDRESS

Date

Subject: corporate sponsorship opportunity available

Dear Sir,

I, XXX am writing this letter to you on behalf of the XXX organizing committee of City University, London to present a sponsorship opportunity at our upcoming 3 day annual fest. This is a great platform for companies trying to promote themselves and we thus present to you the details of sponsorship as follows:

Award for best music band-$500-the logo of your company will be printed on the trophies and the gifts

Award for the best singer-$300-the logo of your company will be printed on the gift

Award for the best musician-$300-the logo of your company will be printed on the gift.

Apart from this, the banners or your organization will be displayed at 5 spots in the University. If you are interested in participating as a sponsor at this event, please contact us at the given numbers. Further details of the event are mentioned in the enclosed document.

Thanking you for your time and consideration

Alex Doe

Head, XXX Organizing committee

City University