August 17, 2013  
Ms. Sally Brown  
XYZ Private Limited  
234, South Street  
New York, SA 48294  
  
Dear Ms. Brown,  
  
It is with great pleasure that I offer your organization a great opportunity to become a valuable sponsor of the "Corporate Championship", which will be held in February 2014. We have been organizing this championship for the last three years in our city.  
  
Most of the corporate firms are the members of this program, and every organization has contributed its financial assistance to the success of the Corporate Championship. This event has helped to create a friendly atmosphere among all the organizations, and the employers are now helping each other in times of crisis.  
  
We are happy to see that you have had a continuous participation in this program for the past two years. We truly believe that you will provide your valuable support to this program this year as well. As a valuable sponsor, your company banner will be showcased during the event. You can also suggest your company logo for the advertisement of this program.  
  
The details of the total amount necessary for the program and contribution expected from each company are given in the enclosed document. We appreciate you considering our proposal for sponsorship. Please feel free to call us for more information about the program.   
  
Sincerely Yours,  
(Signature)  
William White  
Marketing Head