

# Corporate sponsorship Letter

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Subject: {PQRST}

Dear Johnn Linkon,

I ----- (mention your name) working as a ----- (mention job title) with the ----- (mention the company name) would like to connect with you over a discussion of our ----- (mention about the event).

It is our annual event and like every year, we are planning to organize this event and for this year as well, we are looking out for sponsors who can make the event a huge success. For this year, we are looking for sponsors, who can help us with the funding estimating to the amount ----- (mention the amount).

As we were going through your profile, we have seen that in the past also you have supported such events and you have a huge interest in this industry. The event will be of complete benefit for both the parties and will be of great use in getting the limelight among the public.

As you must know about the background of our company, and we are not as big as your organization, so we rely on external sponsors to help us in raising funds for the event.

Hereby, we are also enclosing the event brief and essential documents that will help you in getting some more insight about the event. In case, you have any query or doubt please feel free to contact us anytime.

We are looking forward to hearing from you soon and to have a great association with your organization.

Yours Sincerely,

Tarak Mehta  
567-896-5670

