Sponsorship Letter Sample
Print the Letter on City/Town Letterhead

Date
Name
Address

Dear \_\_\_\_\_\_\_\_\_\_\_\_:

I am writing to see if you (or name of company) would be interested in sponsoring (e-waste event name). The event will be held on (date) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

E-waste events are collection events where the public is allowed to bring their old electronics for proper recycling. Items collected at the event are then refurbished for resale or taken apart and separated by material to be sold. The objective of the e-waste event is to enhance public health and safety by collecting e-waste and preventing illegal dumping of electronics in our environment. Illegal dumping of e-waste has lead to a state-wide effort to recycle electronics responsibly and avoid unnecessarily burdening our landfills. The use of a certified e-waste recycler at our event will assure that all electronics are recycled properly through a downstream of other certified recyclers.

The estimated audience of \_\_\_\_\_ would benefit tremendously from your generosity. The cost to sponsor the e-waste event would be US$ \_\_\_\_. Your generous sponsorship would be recognized in our flyers as well as (where). You and any other representatives of (name of company) would be most welcome to attend so that we could thank you personally for your support.

Please contact me by (date) to let me know your interest level in our e-waste event. My telephone number is \_\_\_\_ - \_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_. I look forward to hearing from you.

Thank you for considering this request.

Sincerely yours,
Your Name
Designation